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KWIC Index to the Government of Ontario 1977/78

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Ministry of Culture and Recreation

Citizens' Inquiry Branch

Hon. Robert Welch
Minister
Robert D. Johnston
Deputy Minister

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Available from:
Ontario Government Bookstore
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FOREWORD

It is my pleasure to introduce the 1977/78 edition of the KWIC Index to the Government of Ontario.

The KWIC Index is designed to lead individuals, community groups, libraries and public servants to the right source of information and services in the Ontario Government. You will be able to use the Index more effectively if you first read the section "Tips On Using the KWIC Index".

The Cabinet Committee on Customer Service has recommended that the KWIC Index be readily accessible to Government employees so that they may be more helpful to the public.

We thank all the ministries and agencies for their cooperation in supplying information about their areas and the many users of the KWIC Index 1976/77 for their suggestions, many of which we implemented in this edition. We have capitalized the ministry and branch or agency name at the start of each entry to set that information apart from the rest of the text. There is a list of all key words and their page number in the text at the back of the Index.

I encourage you to contact the Citizens' Inquiry Branch with comments or suggestions that will increase the effectiveness of future editions.

Citizens' Inquiry Branch
Ministry of Culture & Recreation
77 Bloor St. West, 6th Floor
Toronto M7A 2R9
Telephone: 416 965-3535

Robert Welch

Hon. Robert Welch, Q.C.
Minister of Culture & Recreation

CONTENTS

FOREWORD III
TIPS ON USING THE KWIC INDEX VI
UNDERSTANDING THE GOVERNMENT STRUCTURE ... VIII
MINISTRY ABBREVIATIONS X
KEY WORD INDEX 1
APPENDIX A – KEY WORD LIST 761
APPENDIX B – ACRONYMS 795
APPENDIX C – MINISTERIAL RESPONSIBILITY
FOR ACTS 801
APPENDIX D – REGIONAL OFFICES 811
HOW TO BE ON THE KWIC INDEX MAILING LIST 849

TIPS ON USING THE KWIC INDEX

The KWIC (pronounced "quick") Index gets its name from the Key Word In Context computer system on which it is based.

Key Words
To use the KWIC Index more effectively, follow these steps:

1) Identify your area of interest: e.g. You want government financial assistance to develop your farm.
2) Select key words which describe or bear upon your subject: e.g. farm, loans, grants, subsidies.
3) Look up these words in the Index. After each word are entries listed alphabetically, each describing a branch or agency which deals with some aspect of the key word. Decide which one is most likely to deal with your subject.
4) If you cannot find your key word, refer to Appendix A for a synonym in the list of key words used by the Index.

Each entry begins with the Ministry and branch, or agency name. These names are also key words so you can find out what specific Ministries do by looking them up alphabetically by name. To conserve space, Ministry names are abbreviated. See page X for a list of these abbreviations.

Acronyms
Acronyms such as OHIP, OECA are used throughout the Index. See Appendix B for a list of these acronyms and their full names.

Telephone Numbers
All telephone numbers given in the body of an entry are in the 416 area code unless otherwise stated.

Addresses
To write to any Ontario Government Branch or Agency in Toronto, address your letter using the Branch (Agency) Name, the Ministry, Queen's Park, Toronto.

Regional, District and Field Offices
Most ministries have regional district or field offices throughout Ontario for easy access to their services. Check Appendix D for the Ministry office near you.

Ministerial Responsibility for Acts
Appendix C lists the Acts administered by each Ministry.

Northern Ontario
The Ministry of Northern Affairs coordinates government programs in Northern Ontario. When a Provincial Government service is not available locally, Northern residents are advised to contact their closest Northern Affairs office (see Appendix D).

Children's Services
Responsibility for programs relating to children and youth is being taken over by the new Children's Services Division of the Ministry of Community & Social Services. See Comm Soc Children's Services Division entry for a list of these programs. Consolidation was in process when this edition was prepared so the programs are described here under the originating Ministry. Telephone numbers are not expected to change.

Consumer Information
A clearing-house for Ontario consumer information is being established by the Ministry of Consumer & Commercial Relations to make consumer information more accessible to the public and to assist consumer educators. It is expected to open in November, 1977.

Community Information Centres
Many Ontario communities have community information centres which can give you information on how to contact all levels of government and local agencies. Check your telephone directory or municipal office for local information centres.

Citizens' Inquiry Branch
If after using the KWIC Index you are still unable to contact a source of information in the Ontario Government, please write or call:

Citizens' Inquiry Branch
Ministry of Culture & Recreation
77 Bloor St. West, 6th Floor
Toronto M7A 2R9
Telephone: 416 965-3535

UNDERSTANDING THE GOVERNMENT STRUCTURE

The Basic Units

The basic units of the government structure are the Ministries such as Education, Health, Environment and Labour, each responsible to a Minister in the Cabinet.

Most of the services performed for citizens by these Ministries and some 250 Agencies, Boards and Commissions, are grouped into three organizations covering the broad policy fields of Justice, Resources Development and Social Development.

The work within a policy field is co-ordinated by a different kind of Cabinet Minister – the Provincial Secretary.

The Provincial Secretaries, supported by small secretariats in each field, are responsible for relating policies and priorities that cut across the traditional lines of departmental organization.

Provincial Secretaries guide rather than direct the approaches to the areas of government concern within their policy field. In Cabinet they sit as equals with colleagues who head Ministries having program responsibilities.

In turn, the policy fields report to the Policy and Priorities Board of Cabinet, chaired by the Premier, which brings an over-all perspective to proposals being developed for consideration by Cabinet itself and, eventually, the Legislature.

The Management Board of Cabinet reviews the implementation of new programs and the effectiveness of continuing operations of the Government.

Policy Fields and Ministries

Social Development Policy Field

Ministries: Colleges and Universities
Community and Social Services
Culture and Recreation
Education
Health

Resources Development Policy Field

Ministries: Agriculture and Food
Energy
Environment
Industry and Tourism
Labour
Natural Resources
Northern Affairs
Transportation and Communications

Justice Policy Field

Ministries: Attorney General
Consumer and Commercial Relations
Correctional Services
Solicitor General

Management Board of Cabinet

Civil Service Commission

Ministry of Government Services

Ministry of Housing

Ministry of Revenue

Ministry of Treasury, Economics and Intergovernmental Affairs

MINISTRY ABBREVIATIONS

AG & FOOD	Ministry of Agriculture & Food
ATT GEN	Ministry of the Attorney General
CCR	Ministry of Consumer & Commercial Relations
CIV SERV	Civil Service Commission
COLL UNIV	Ministry of Colleges & Universities
COMM SOC	Ministry of Community & Social Services
CORR SERV	Ministry of Correctional Services
CULT & REC	Ministry of Culture & Recreation
EDUC	Ministry of Education
ENERGY	Ministry of Energy
ENV	Ministry of the Environment
GOVT SERV	Ministry of Government Services
HEALTH	Ministry of Health
HOUSING	Ministry of Housing
IND & TOUR	Ministry of Industry & Tourism
LABOUR	Ministry of Labour
NAT RES	Ministry of Natural Resources
NORAFFAIRS	Ministry of Northern Affairs
REVENUE	Ministry of Revenue
SOL GEN	Ministry of the Solicitor General
TE & IA	Ministry of Treasury, Economics & Intergovernmental Affairs
TR & COMM	Ministry of Transportation & Communications

ABATEMENT

Abatement, see Pollution

ACCIDENTS

416-965-4121

CCR, BOILERS AND PRESSURE VESSELS BR strives to minimize the risk of loss of life and property arising from the operation of boilers and pressure vessels. Reviews designs and welding procedures. Inspects workshops during fabrication and installation. Also qualifies and issues licences to welders. Inspects uninsured vessels periodically, and all vessels before and after major repairs. Investigates accidents. Contact Queen's Park or regional offices.

416-965-4111

CCR, ELEVATING DEVICES BR inspects and licenses elevating devices including elevators, escalators, dumbwaiters, moving walks, platform lifts and ski lifts. Reviews and approves designs of new installations and major alterations. Investigates accidents and complaints of unsafe conditions or improper use of elevating devices. Registers contractors involved in maintenance and monitors their performance.

416-965-6701

CCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC) compensates victims of accidents caused by drivers of uninsured, stolen and hit and run vehicles by administering the Motor Vehicle Accident Claims Act.

416-965-4334

HEALTH, HEALTH PROMOTION BR HEALTH EDUCATION Consultants provide information on programs in accidents prevention, smoking and health, physical fitness. See also other sections in Health Health Promotion Br described separately.

416-965-8510

LABOUR, MINES ENGINEERING BR reviews, advises on and approves pre-development plans of new mining and metallurgical companies in compliance with Ontario Government legislation protecting the health and safety of employees. Ensures that the operations of mines and plants are carried out in a safe and orderly way. Investigates accidents and complaints. Trains mine rescue personnel. Tests hoist cables. Contact Queen's Park or district offices.

416-248-3381

TR & COMM, EXTERNAL RELATIONS DIVISION provides legal services for the ministry through the Office of Legal Services (248-3617). The Division Support & Claims Branch (248-3127) handles insurance claims against the Crown for

injuries and property damage arising from accidents on provincial highways or involving government vehicles, as well as claims by the Crown for damage to highway property or government vehicles excluding OPP vehicles; processes claims for personal injury involving government employees where a third party is involved and the employee has accepted Workmen's Compensation.

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Commercial Vehicles Operations & Safety Program studies: vehicle stability, braking and handling including effects of mechanical and structural condition, as related to operational performance and safety; impact of new vehicle standards and provincial highway regulations on safety; driver characteristics and commercial vehicle accidents data and statistics.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. A claimant who does not agree with a WCB decision may appeal his or her case. In addition, the Board underwrites the educational programs of nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre (H&RC) is in Downsview (Northwest Toronto). The Board maintains two information offices in Toronto and area offices in eight other Ontario cities. The WCB reports through the Minister of Labour to the Legislature. Contact Head Office or area offices.

ACCOMMODATION

Accommodation, see Govt Serv Program Management Br, Govt Serv Design Services Br, also Administrative Services.

ACCOUNTING

Accounting Branch in each ministry is responsible for general accounting functions including payroll and expense account services, accounts payable, and financial liaison with Management Board, the Provincial Auditor and other government ministries and agencies.

416-965-1159

AG & FOOD, ACCOUNTS BR besides being responsible for the ministry's accounting function, handles general questions

about grants under the farm development program. For a description of accounting function, see first entry under accounting.

416-965-1291

ATT GEN, FINANCIAL MANAGEMENT BR provides the Ministry with these services: development of estimates and budget control (Tel. 965-1291), accounting, including accounts payable (965-4291) and payroll (965-1135); office services, including procurement of assets and supplies (965-2845), central filing, transportation and delivery (965-2989); printing and duplicating (965-2818) and central mailing (965-2980). For further description of functions, see first entries under administrative services, financial management and accounting.

416-965-5921

COLL UNIV, ACCOUNTS AND ADMIN SERVICES BR performs the accounting (phone: 965-9051) and administrative services (phone: 965-6426) functions for the ministry. Accounting includes processing and distribution of student awards and operating funds for post-secondary institutions, as calculated by the Student Awards and Institutional Accounting branches, respectively. For a description of accounting and administrative service functions, see first entries under accounting and administrative services.

416-965-2150

COLL UNIV, INSTITUTIONAL ACCOUNTING and Architectural Services Br administers all transfer payment programs to universities and Colleges of Applied Arts and Technology (CAAT) and related institutions for operating and capital purposes. Prepares claims on federal-provincial cost sharing programs. Maintains an overview of the physical facilities of universities and colleges, and provides architectural advice to the ministry. To refer specific inquiries, phone 965-5237 for transfer payments (operating); 965-5238 for capital funds; 965-5239 for shared cost programs; 965-6563 for architectural services.

416-965-2371

COMM SOC, ACCOUNTS BR is responsible for the ministry's accounting functions. For a description of branch activities see first entry under accounting.

416-965-4335

CORR SERV, ACCOUNTS Section is responsible for the ministry's accounting functions. For a description of section activities see the first entry under accounting.

416-965-4832
CULT & REC, FINANCE BR provides the ministry with financial management and accounting services including payment of grants. For further description of functions, see first entries under accounting and financial management. In addition the branch establishes ministry accounting and financial policy and handles pre-audit of financial transactions.

416-965-2611
EDUC, FINANCIAL MANAGEMENT BR, besides the normal functions of financial management (965-2611), accounting (965-2612), and audit (965-5833), collects outstanding loans made under the Ontario Student Aid Loan Plan, a student aid program discontinued in 1964. Also collects fees for summer courses offered to teachers and for duplicates of students' transcripts and teachers' certificates.

416-965-6981
ENV, FINANCIAL SERVICES BR provides the ministry with financial management and accounting services. For further description of functions see first entries under financial management and accounting.

416-965-2153
GOVT SERV, FINANCE BR supplies the ministry with financial management services. For a description of functions, see first entries under financial management and accounting.

416-965-5053
HEALTH, FINANCE AND ACCOUNTING BR provides financial information to management; establishes the Ministry's accounting policies and manages its payment systems. The latter encompass payments to hospitals and related facilities, payments for suppliers' goods and services, salaries, and payments under special programs such as Homes for Special Care and Extended Health Care programs(965-1505) as well as the Ontario Drug Benefit Program (965-9337). For a description of accounting function, see first entry under accounting.

416-965-9762
HOUSING, FINANCE BR supplies the ministry with financial management services. For a description of activities see first entries under financial management and accounting.

416-965-4303
IND & TOUR, FINANCE & SYSTEMS BR Estimates and Financial Reports Section coordinates multi-year plan and other related submissions. Develops internal financial information

systems. Accounts Section (965-5296) is responsible for ministry's accounting services. For description of functions see first entry under accounting. Systems Development Section (965-1873) develops and programs computer based applications for the ministry.

416-965-4148

LABOUR, FINANCE BR supplies the ministry with financial management services. For a description of functions, see first entries under financial management and accounting.

416-965-2761

NAT RES, FINANCIAL MANAGEMENT BR, besides the financial accounting functions as outlined in the first entry under accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-4451 or regional or district offices.

416-965-2907

REVENUE, ADMINISTRATIVE & FINANCIAL SERVICES BR. Administration Section (965-2907) provides the ministry with administrative services. For a description of functions see first entry under administrative services. Finance Section (965-1706) performs the financial service and accounting functions. For a description of activities see first entry under accounting or financial management.

416-965-4425

SOL GEN, FINANCIAL SERVICES BR supplies the Ministry with financial services. For a description of functions, see first entries under financial management and accounting.

416-965-4085

TE & IA, ACCOUNTS & OFFICE SERVICES BR performs the accounting and office support functions for the Ministry of Treasury, Economics and Intergovernmental Affairs, in addition to those of the Ontario Economic Council, Niagara Escarpment Commission, Ontario Land Corporation, Ministry of Energy, Ontario Energy Board, Management Board Secretariat and Civil Service Commission. For a description of functions, see first entries under accounting and administrative services.

416-248-3465

TR & COMM, FINANCIAL BR supplies the ministry with financial management services. For a description of functions, refer to the first entries under financial management and accounting.

ACOUSTICS

416-965-3071

ENV, POLLUTION CONTROL BR NOISE Pollution Control Section deals with the control of noise emissions and comments on the relationship between new and existing land use and noise sources. Develops acoustics criteria and standards. Develops, updates and promotes the Model Municipal Noise Control Bylaw for adoption by municipalities and assists in training of noise control officers. Although most municipalities have not yet completely adopted the Model Noise Bylaw, the City of Toronto has. Complaints within the city can be directed to Noise Control Branch, Dep't. of Public Works, Tel. 465-5477. Other areas contact local Bylaw Officers or the Ministry's head office or regional offices.

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Acoustics Research Program studies noise from highways and other transportation to: reduce excessive noise, understand its effects and develop standards for control. Develops noise barriers; studies noise of pavement surfaces and traffic noise, and assesses impact of trains.

ACUPUNCTURE

416-965-5887

HEALTH, STRATEGIC PLANNING & RESEARCH BR provides health research grants for the following purposes: to support applied and developmental health research mainly based at Health Sciences Complexes, including hospitals (principal areas that qualify are operational, epidemiological and developmental research projects involving training or service, as well as acupuncture research); to support innovations in the organization and delivery of health service including the evaluation of health care; to support community programs teaching primary ambulatory care to health professionals on a team-care approach; to encourage physicians (965-1170) and dentists (965-5036) to set up practices in underserviced areas; and to attract individuals to priority health training programs. Recognized health & research development organizations in Ontario may apply for the Provincial Lottery funds for health research by writing to: Director, Strategic Planning & Research Br, Ministry of Health, 15 Overlea Blvd., Toronto M4H 1A9.

ADDICTION RESEARCH FOUNDATION

416-595-6100

HEALTH, ADDICTION RESEARCH FOUNDATION (ARF) conducts research and demonstration treatment, provides educational and consultative services, and publishes material in the alcohol and drug field. Information is available about various social services for people concerned with psychoactive drugs including alcohol. The Addiction Research Foundation library's extensive collection of research reports, books and audio-visual material is open to the public (Tel. 595-6144). Inpatient and outpatient treatment for alcoholics and drug abusers and addicts is available through the Clinical Institute (595-6021), an 80-bed research and teaching hospital affiliated with University of Toronto. Community consultation and treatment referral is available from ARF branches throughout Ontario.

ADDICTS

Addicts, see Addiction Research Foundation

ADJUSTERS

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

ADMINISTRATIVE SERVICES

Administrative Services in each ministry include purchasing and supply management, printing and duplicating, mail, transportation services and records management. The Administrative Group in a Ministry acts as liaison with the Ministry of Government Services to coordinate common services such as telephones, accommodation requirements. Financial Management services include accounting (see first entry under Accounting), audit (see first entry under Audit) and other ministry finance functions.

416-965-5961

AG & FOOD, ADMIN SERVICES BR supplies the ministry with

administrative services including computer systems development and data processing. For further description of functions see first entry under administrative services.

416-965-1291

ATT GEN, FINANCIAL MANAGEMENT BR provides the Ministry with these services: development of estimates and budget control (Tel. 965-1291), accounting, including accounts payable (965-4291) and payroll (965-1135); office services, including procurement of assets and supplies (965-2845), central filing, transportation and delivery (965-2989); printing and duplicating (965-2818) and central mailing (965-2980). For further description of functions, see first entries under administrative services, financial management and accounting.

416-965-2796

CCR, ADMINISTRATIVE SERVICES BR supplies the ministry with administrative services. For a description of functions see first entry under administrative services.

416-965-2065

CIV SERV, ADMIN SERVICES BR, PERSONNEL Services Unit provides the Commission and Management Board with administrative services, advice and decisions on personnel administration. Personnel Data Section (965-1401) maintains Ontario Public Service position, organization and employee data and supplies data to authorized Commission staff.

416-965-5921

COLL UNIV, ACCOUNTS AND ADMIN SERVICES BR performs the accounting (phone: 965-9051) and administrative services (phone: 965-6426) functions for the ministry. Accounting includes processing and distribution of student awards and operating funds for post-secondary institutions, as calculated by the Student Awards and Institutional Accounting branches, respectively. For a description of accounting and administrative service functions, see first entries under accounting and administrative services.

416-965-5006

COMM SOC, CAPITAL & ADMINISTRATIVE SERVICES BR provides technical expertise and consultative services to municipalities and non-profit organizations that want to establish facilities for rehabilitation, residential and social services under various Acts administered by the ministry. Maintains statistics on existing facilities. Carries out inspection program for fire and other safety measures in all ministry institutions and those operated under the above Acts. Contact district offices. Also supplies the ministry with administrative services. For a

description of functions see first entry under administrative services.

416-965-5263

CORR SERV, SUPPLY AND SERVICES BR coordinates purchasing, inventory control, accommodation leasing and construction, renovations and maintenance in existing ministry offices, correctional institutions, forestry camps and training schools. Office Services Section (phone: 965-2071) provides mail and messenger, stationery and printed forms stores, and duplicating services for the ministry. See first entry under administrative services for further description of this function.

416-965-7486

CULT & REC, ADMINISTRATIVE SERVICES BR provides office and other central services for the ministry and its agencies. These services include: purchasing of goods and services (965-1237), general services such as mail, messenger services and stockroom supplies (965-4644), records and forms management, office services such as maintenance of manuals and directories, assets control, safety supervision to ensure safe working conditions of employees and public safety in ministry facilities (965-2373), and accommodation services including acquisition and design of office space. The branch is also responsible for the Resource Centre & Library (965-6763). See Cult & Rec Admin Services Br Resource Centre for description of its functions.

416-965-2308

EDUC, MANAGEMENT SERVICES BR supplies the ministry with administrative services. For a description of functions see first entry under administrative services. Maintains micro files on teachers. Responsible for records and forms management, administrative systems, purchasing, word processing centre, warehouse and distribution centre and copycentres.

416-965-6961

ENV, ADMINISTRATIVE SERVICES BR, in addition to the usual administrative services functions (see first entry under administrative services for description), provides a broad range of support services to ministry programs. These include inventory and fixed asset control, editing and coordination of Policy and Procedures Manual, systems and EDP planning and operation. In Toronto, its library at 135 St. Clair Ave West (965-7978), and another at Resources Road (248-3048), are open to the public.

416-965-9215

GOVT SERV, ADMINISTRATIVE SERVICES supplies the ministry with administrative services. For a description of functions, see first entry under administrative services.

416-965-5051

HEALTH, SUPPLY AND SERVICES BR provides administrative services for the ministry and liaises in related activities with other ministries. Four areas of responsibility are: Supply Area (Tel. 965-3550) handles provision of goods and services such as central stationery & publications stores, government pharmacy warehouse, purchasing, transport service & assets management. Common Service Area (965-2850) provides microrecording service including health insurance microfilms, central files, library service, mail & messenger service, printing & photocopying, etc. Accommodation Area (965-2431) facilitates accommodation requirements. Special Services Area (965-5052) provides support services such as motor vehicle & liability insurance, motor vehicle accident reports, issuance of motor vehicle licences, parking licences and ID Cards, and quotation opening.

416-965-9713

HOUSING, SUPPLY & SERVICES BR supplies the Ministry of Housing, Ontario Housing Corporation, Ontario Mortgage Corporation and North Pickering Development Corporation with administrative services, including purchasing (965-9749). For a description of functions see first entry under administrative services.

416-965-6115

LABOUR, ADMIN OPERATIONS BR supplies the ministry with administrative services. For a description of functions see first entry under administrative services.

416-965-9489

LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, personnel and associated administrative services for each Member of Provincial Parliament (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the Legislative Building for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides visitors with Ontario travel information and direction to various government offices. Bilingual guides are available. Stewards Branch (965-7651) administers the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clipping service.

416-965-5134

NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual administrative services functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographical maps. Mines publications are also available (965-1348). For a description of administrative service functions, see first entry under administrative services. The branch does not handle ministry mail service which is the responsibility of the Financial Management Branch.

416-965-2907

REVENUE, ADMINISTRATIVE & FINANCIAL SERVICES BR. Administration Section (965-2907) provides the ministry with administrative services. For a description of functions see first entry under administrative services. Finance Section (965-1706) performs the financial service and accounting functions. For a description of activities see first entry under accounting or financial management.

416-965-7115

SOL GEN, ADMINISTRATIVE SERVICES BR provides the ministry with administrative services. For a description of functions, see first entry under administrative services.

416-965-4085

TE & IA, ACCOUNTS & OFFICE SERVICES BR performs the accounting and office support functions for the Ministry of Treasury, Economics and Intergovernmental Affairs, in addition to those of the Ontario Economic Council, Niagara Escarpment Commission, Ontario Land Corporation, Ministry of Energy, Ontario Energy Board, Management Board Secretariat and Civil Service Commission. For a description of functions, see first entries under accounting and administrative services.

416-965-3518

TE & IA, ADMINISTRATION PROGRAM, in addition to providing overall direction and coordination for the Ministry of Treasury, Economics and Intergovernmental Affairs in the areas of resource allocation and planning, internal ministry policies and procedures, etc. and common support services, provides full administrative services to the following: Ministry of Energy, the Ontario Energy Board, the Niagara Escarpment Commission, the Ontario Economic Council and the Ontario Land Corporation, & except for personnel services, to the Civil Service Commission and to Management Board.

416-248-3178

TR & COMM, SUPPLY AND SERVICES BR provides the Ministry with a variety of services. Tenders Office (248-3651) advertises and supplies information on construction and supply contracts and conducts public tender openings. Purchasing & Supply Office (248-3361) purchases and disposes of all motor vehicles used by the Ontario government; purchases construction, maintenance and operating supplies and equipment. General Services Office (248-3853) operates a government garage service, instrument repair service; controls movable assets. Special Services Office (248-3364) provides administrative services, including accommodation design and control, office furnishings; establishes sites for and inspects freeway service centres; and provides telecommunication services and remote airport directional systems. Records Services Office (248-3531) maintains a reference library on ministry programs; prepares manuals, publications, maps and photographs for ministry and public distribution; performs records management function. Graphic Services Office (248-3557) provides art, display, reproduction facilities.

ADOLESCENTS

Adolescents, see also Children, Juveniles, Youth

416-965-8067

HEALTH, CHILDREN'S MENTAL HEALTH SERVICES BR, administering the Children's Mental Health Centres Act, authorizes the establishment, licensing, funding and setting of standards of facilities for centres that treat children and adolescents who are emotionally disturbed or suffer from mental disorder. Included in these residential or non-residential centres all over Ontario is the Four-Phase Service System, a network of independent programs serving severely disturbed teenagers from the Metro Toronto area. The branch also funds several out-patient clinics in general hospitals, and two Regional Centres at Ottawa and Sudbury which do not fall under the Act.

ADOPTIONS

416-965-7351

ATT GEN, COUNTY and DISTRICT COURTS, the intermediate level of trial courts with civil jurisdiction in Ontario, handle actions involving the amounts of between $401 and $7,500. Handle proceedings under these statutes: landlord and tenant, applications for name changes, adoptions (child welfare), and mental incompetency. Persons rarely appear without legal counsel, and in many cases, either party may require trial by judge and jury. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Outside this

Judicial District, contact appropriate county or district court.

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of the statutory fee of $3.00 each. Provision is made for correction of errors in registrations. Contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

416-965-0176

COMM SOC, CHILD WELFARE BR finances. inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoption services (965-2802). Prepares syndicated newspaper column, Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on child abuse and adoptions, and counselling to unwed mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

ADULT EDUCATION

416-965-6161

COLL UNIV, COLLEGE AFFAIRS BR is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Manpower for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools, and for Regional Nursing Assistant (RNA) schools. For information about private vocational schools, contact 965-9127. For information about RNA schools and the RNA program, contact 965-4051.

ADULT TRAINING CENTRES

Adult Training Centres, see also Correctional Institutions.

416-965-8392

CORR SERV, EDUCATION BR administers educational programs and ensures that they meet the needs of inmates in training schools and adult training centres across the province. Develops curricula and provides teachers with professional supervision.

ADVERTISING

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-4654

CCR, LIQUOR LICENCE BOARD OF ONTARIO (LLBO) issues, renews, transfers, suspends and revokes liquor licences for on-premise sale and consumption of alcohol, including special occasion permits. The Liquor Licence Board also regulates advertising for licensed establishments. For general information, phone 965-1387; transfers, 965-4691; special occasion permits, 965-4675; advertising, 965-3450.

416-421-2462

CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm, 16mm projectors and films. Also examines and licenses projectionists. Approves motion picture advertising and classification.

416-965-4004
IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic and non-urban communities through weekly newspapers, ethnic publications, radio and television.

416-248-3238
TR & COMM, OPERATIONS, REGIONAL OPERATIONS operates the Provincial Roads System by performing design, maintenance and construction activities. Administers subsidy programs to municipalities and regional governments for their road maintenance and construction programs. Controls highway rights-of-way by purchasing property, issuing building permits, entrance permits and permits for the erection of advertising signs. Contact regional or district office.

AERIAL PHOTOGRAPHS

416-965-5134
NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual administrative services functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographical maps. Mines publications are also available (965-1348). For a description of administrative service functions, see first entry under administrative services. The branch does not handle ministry mail service which is the responsibility of the Financial Management Branch.

705-942-1800
NAT RES, AIR SERVICE BR in Sault Ste. Marie operates a fleet of aircraft for forest fire detection and suppression, timber, fish and wildlife management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation.

AFFIDAVITS

416-965-2881
ATT GEN, DIRECTORS of COURTS ADMIN and Inspector of Legal Offices manages the civil and criminal courts in Ontario. County and Small Claims Court Offices Branch (965-7945) handles matters involving Sheriffs, local Supreme Court of Ontario Registrars, County Court Clerks, Surrogate Court Registrars, Small Claims Court Clerks and Bailiffs.

Provincial Court Offices Br (965-0916) handles matters involving Provincial Court Criminal and Family Division offices, and Observation and Detention Homes. Court Reporting Branch (965-2848) is involved in court reporting procedures. Appointments for Justices of the Peace, Notaries Public, commissioners for taking affidavits are also handled by this division (965-2816). For matters concerning court accommodation, contact 965-8453.

AFFIRMATIVE ACTION

416-965-0564

LABOUR, WOMEN CROWN EMPLOYEES OFFICE acts as an internal consultant to the ministries and Crown agencies in the Ontario government in developing, coordinating and monitoring affirmative action plans to upgrade the status of their women employees. Provides general career information and develops pilot training programs. Each ministry and agency has a Women's Advisor or Coordinator in either the Deputy Minister's office or the Personnel branch. Contact individual ministry Women's Advisors.

AG & FOOD ACCOUNTS BR **416-965-1159**

AG & FOOD, ACCOUNTS BR besides being responsible for the ministry's accounting function, handles general questions about grants under the farm development program. For a description of accounting function, see first entry under accounting.

AG & FOOD ADMIN SERVICES BR **416-965-5961**

AG & FOOD, ADMIN SERVICES BR supplies the ministry with administrative services including computer systems development and data processing. For further description of functions see first entry under administrative services.

AG & FOOD AGRICULTURAL AND HORTICULTURAL **416-965-1091**

AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR gives grants to all the agricultural societies in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives grants to horticultural societies and plowing matches. The branch is the headquarters of the Canadian Plowing Council.

AG & FOOD AGRICULTURAL MANPOWER SERVICES **416-965-6149**

AG & FOOD, AGRICULTURAL MANPOWER SERVICES BR assists Ontario farmers with their manpower requirements by providing: a placement service for full-time farm workers; a labour pool service in West Toronto that places seasonal employees on farms within commuting distance of Toronto; training programs and advisory services for farm workers; financial assistance

for the construction of housing to accommodate seasonal farm workers. Also provides opportunities for students and young agriculturalists to broaden their knowledge by working on Ontario farms.

AG & FOOD AGRICULTURAL RESEARCH **416-824-4120**
AG & FOOD, AGRICULTURAL RESEARCH INSTITUTE OF ONTARIO inquires into research programs on agriculture, veterinary medicine and household science. Stimulates interest in agricultural research as a means of developing efficiency in the production and marketing of agricultural products in Ontario. Research stations are in Guelph, Ontario; laboratories at the University of Guelph. In Toronto, contact 965-6695.

AG & FOOD AUDIT SERVICES BR **416-965-3241**
AG & FOOD, AUDIT SERVICES BR is responsible for the Ministry's audit function. For a description of the function see first entry under audit. Also assists management by reviewing specific areas of concern and making recommendations for improvement.

AG & FOOD COLLEGES
AG & FOOD, COLLEGES OF AGRICULTURE. Colleges of Agricultural Technology offer courses in farm management, agricultural production, agricultural laboratory technology, home economics or food service supervision, food and fashion, animal health, agricultural business management, among others. They also conduct agricultural research for the ministry. Contact colleges for further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

AG & FOOD ECONOMICS BR **416-965-1064**
AG & FOOD, ECONOMICS BR undertakes research into economic aspects of agriculture, including production, marketing, land use planning, rural sociology, statistics, loans to cooperatives.

AG & FOOD EXTENSION BR **416-965-1241**
AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling,

in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H program which provides agricultural and leadership training as well as social benefits for youth in rural areas. Contact AG REPS in county or district offices.

AG & FOOD FARM PRODUCTS INSPECTION BR **416-965-1058**
AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls fruit and vegetable dealers. Issues licences to nurseries, and controls disease found in them. Licenses controlled atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) producing, packaging, wholesaling and retailing. Contact county or district office.

AG & FOOD FARM PRODUCTS MARKETING BOARD **416-965-2124**
AG & FOOD, FARM PRODUCTS MARKETING BOARD administers the Farm Products Marketing Act which provides for the regulation of forty food commodities regulated under twenty marketing plans. Each marketing plan is administered by a producer marketing board. Questions regarding specific commodity plans may be directed to the secretary of each board. The branch maintains a list of these boards.

AG & FOOD FOODLAND DEVELOPMENT BR **416-965-9433**
AG & FOOD, FOODLAND DEVELOPMENT BR reviews official plans, environmental assessments and project proposals for their land use planning implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land held by the government for future development. Administers the Tile Drainage Act and the Drainage Act which provide financial assistance to improve productivity of agricultural land. Administers the Agricultural Tile Drainage Installation Act, 1972 which provides for the issuance of licences for, and inspection of, tile drainage contractors, their machines and machine operators.

AG & FOOD HOME ECONOMICS BR **416-965-1421**
AG & FOOD, HOME ECONOMICS BR provides training in home economics; discovers, stimulates and develops local leaders; provides educational programs for Federated Women's Institutes of Ontario and other rural organizations.

AG & FOOD HORTICULTURAL RESEARCH **416-562-4141**
AG & FOOD, HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO conducts horticulture research to increase production and develop new varieties of fruits, vegetables and wine. It also aids growers of ornamental plants, food processors and the wine industry. The Institute provides propagating material (cuttings, etc.) to growers and nurseries.

AG & FOOD INFORMATION BR **416-965-1056**
AG & FOOD, INFORMATION BR is the information service for the Ministry of Agriculture and Food. For a description of activities see first entry under Information Service.

AG & FOOD LEGAL BR **416-965-6805**
AG & FOOD, LEGAL BR provides legal services for the Ministry of Agriculture and Food. For a description of branch activities, see first entry under legal services.

AG & FOOD LIVESTOCK BR **416-965-5971**
AG & FOOD, LIVESTOCK BR promotes production of livestock and high quality livestock products through extension and improvement programs, and grants for Ontario producers. Maintains laboratories where milk samples are tested to determine butterfat content. This branch has responsibility for acts affecting livestock producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred livestock by public auction in Ontario. If such sale is conducted within a municipality, only a municipal auctioneer's licence is required.

AG & FOOD MILK COMMISSION OF ONTARIO **416-965-3107**
AG & FOOD, MILK COMMISSION OF ONTARIO is responsible for policy development in the area of producing, processing and marketing milk and dairy products. The Milk Commission of Ontario also serves as an appeal tribunal for anyone within the industry who feels aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch. Also interprets the Milk Act and its regulations to the public. The Commission issues licences to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid milk and milk products, call the Milk Industry Branch, 965-2411.

AG & FOOD MILK INDUSTRY BR **416-965-2411**
AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. The Milk

Quality Program provides for inspection of all dairy farms and monthly testing of raw milk. The Milk Products Program arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing milk products, oleomargarine and edible oils. The Central Milk Testing Laboratory in Guelph analyzes all samples for butterfat, protein and lactose using the Infra Red Milk Analyzer (IRMA) and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

AG & FOOD ONTARIO AGRICULTURAL MUSEUM **416-878-8151**
AG & FOOD, ONTARIO AGRICULTURAL MUSEUM in Milton, Ontario, is being developed under the Ontario Agricultural Museum Act to house and display historic tools, implements and artifacts associated with Ontario agriculture.

AG & FOOD ONTARIO CROP INSURANCE **416-965-1811**
AG & FOOD, ONTARIO CROP INSURANCE COMMISSION makes available to farmers a crop insurance plan for all commercial insurance crops. Contact regional Ontario Crop Insurance Commission office.

AG & FOOD ONTARIO FARM MACHINERY BOARD **519-824-4120**
AG & FOOD, ONTARIO FARM MACHINERY BOARD in Guelph (phone 519-824-4120 ext. 2463) investigates complaints regarding farm machinery. May bring together interested parties to resolve farm machinery problems involving farmers, dealers and manufacturers in Ontario.

AG & FOOD ONTARIO FOOD COUNCIL **416-965-7701**
AG & FOOD, ONTARIO FOOD COUNCIL promotes the development of domestic and foreign markets for Ontario's food products. The Consumer Section of the Ontario Food Council provides a consumer education and information service about the availability, quality and nutritive value of Ontario foods, and on food purchasing and use. Also provides numerous publications on Ontario food products, their availability and storage.

AG & FOOD ONTARIO FOOD TERMINAL BOARD **416-259-5479**
AG & FOOD, ONTARIO FOOD TERMINAL BOARD operates the Ontario Food Terminal, a wholesale fresh fruit and produce market to serve all Ontario growers of these farm products. The terminal has cold storage facilities. It plays a major role in the orderly marketing of fruits and vegetables in Ontario.

AG & FOOD ONTARIO STOCK YARDS BOARD **416-767-1163**
AG & FOOD, ONTARIO STOCK YARDS BOARD operates under the

federal Livestock & Livestock Producers' Act because of interprovincial trade. Some of the duties of the Ontario Stock Yards Board are to provide facilities for the weighing of livestock and supervising all scale operations. Sales agencies operating in the yard are licensed by the board to act as representatives in the selling of livestock.

AG & FOOD PERSONNEL BR **416-965-7452**
AG & FOOD, PERSONNEL BR performs the personnel functions for the Ministry of Agriculture and Food. For a description of branch activities, see first entry under personnel.

AG & FOOD PROGRAMS COORDINATION SECRETARIAT **416-965-7571**
AG & FOOD, PROGRAMS COORDINATION SECRETARIAT facilitates and coordinates policy and program planning and development, and program delivery for the whole ministry. Maintains liaison with Cabinet Office, Policy and Priorities Board, Cabinet Committee for Resources Development, Management Board and other ministries and agencies. Develops and maintains a program management and planning oriented information system to ensure widest and earliest possible consideration for policy and program proposals being developed, and to expedite program delivery and resource allocation. Initiates and maintains the Ministry's Affirmative Action Program.

AG & FOOD PROVINCIAL PESTICIDE **416-824-4120**
AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

AG & FOOD RURAL DEVELOPMENT BR **416-965-7661**
AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves people in the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

AG & FOOD SOILS AND CROPS BR **416-965-1081**
AG & FOOD, SOILS AND CROPS BR provides information at local offices throughout the province on production of field, greenhouse and horticultural crops. Information is available to commercial growers on restrictions in use of pesticides. Administers the Weed Control Act. Inquiries on household & urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

AG & FOOD VETERINARY SERV BR LABORATORY **416-965-5841**
AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six veterinary laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control diseases of poultry; and the Fur Farms Act, requiring licences of fur farmers.

AG & FOOD VETERINARY SERV BR MEAT INSPECTION **416-965-5841**
AG & FOOD, VETERINARY SERV BR, MEAT INSPECTION SECTION issues licences and inspects slaughtering plants except those registered under the Meat Inspection Act (Canada), and those engaged solely in slaughtering animals exempted by regulations under the Act.

AG & FOOD VETERINARY SERV BR REGULATORY **416-965-5841**
AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts that require: vaccination of cattle to control brucellosis, licences for livestock community sales, licences of persons involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Issues licences and inspects riding horse establishments, and Pregnant Mare Urine Farms (PMU) for the ultimate production of the hormone estrogen. Licenses those other than pharmacists & veterinarians, who sell livestock medicine. Requires registration of facilities that use animals for research. Provides grants to municipalities of under 50,000 people to construct or renovate pounds.

AG REPS
416-965-1241
AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to

manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H program which provides agricultural and leadership training as well as social benefits for youth in rural areas. Contact AG REPS in county or district offices.

AGE OF MAJORITY CARDS

Age of Majority Cards (liquor), see CCR Liquor Control Board of Ontario.

AGED

Aged, see Senior Citizens

AGENCY OF RECORD

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic and non-urban communities through weekly newspapers, ethnic publications, radio and television.

AGRICULTURAL RESEARCH

Agricultural Research, see also Ag & Food Economics Br.

416-824-4120

AG & FOOD, AGRICULTURAL RESEARCH INSTITUTE OF ONTARIO inquires into research programs on agriculture, veterinary medicine and household science. Stimulates interest in agricultural research as a means of developing efficiency in the production and marketing of agricultural products in Ontario. Research stations are in Guelph, Ontario; laboratories at the University of Guelph. In Toronto, contact 965-6695.

AG & FOOD, COLLEGES OF AGRICULTURE. Colleges of Agricultural Technology offer courses in farm management, agricultural production, agricultural laboratory technology, home economics or food service supervision, food and fashion, animal health, agricultural business management, among others. They also conduct agricultural research for the

ministry. Contact colleges for further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

AGRICULTURAL SOCIETIES

416-965-1091

AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR gives grants to all the agricultural societies in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives grants to horticultural societies and plowing matches. The branch is the headquarters of the Canadian Plowing Council.

AGRICULTURE

Agriculture & Food, Ministry of, see AG & FOOD Branch Name.

AHOP-HOME

416-965-9838

HOUSING, LAND MARKETING & SURVEYS BR, AHOP-HOME. Ontario's Home Ownership Made Easy (HOME) plan has been altered so it is now part of a joint federal-provincial program whereby provincial grants (of up to $750 in the first year) may be given to purchasers of Assisted Home Ownership Program (AHOP) qualified units if the purchasers have taken maximum AHOP assistance and are still spending more than 30% of their income on mortgage and municipal tax payments. The federal AHOP program is designed primarily to bring the effective mortgage rate down to 8% during the first year of occupancy through a loan for buyers of newly-built homes within specific price ranges which vary across Ontario. AHOP also provides a subsidy (up to $750 the first year) so buyers do not spend more than 25% of income on mortgage & municipal tax payments. Administration of AHOP-HOME is handled by the federal government's Central Mortgage & Housing Corporation (CMHC), whose Toronto Regional Office is at 781-2451. Other areas contact local CMHC office.

AIR

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for

research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-5778

ENV, AIR RESOURCES BR sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Produces periodic air quality reports. Assesses immediate and long-term effects of air contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological developments, industrial trends and pollution problems, including hazardous substances and other emissions. Administers environmental research grants. Contact regional office.

416-965-2531

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal and of the Ministry of the Environment in the areas of water and sewage, waste disposal, air and noise pollution, in accordance with the Ontario Water Resources Act, 1970, and the Environmental Protection Act, 1971.

416-965-2214

ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes, and industrial waste treatment and control with respect to water, air and solids. Contact regional office.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Utility Operations Section provides water and waste water service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and other water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for activities of other two sections.

AIR CONDITIONING CONTRACTORS

Air Conditioning Contractors licence, see CCR, Energy Safety Br

AIRCRAFT

705-942-1800

NAT RES, AIR SERVICE BR in Sault Ste. Marie operates a fleet of aircraft for forest fire detection and suppression, timber, fish and wildlife management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation.

AIRPORTS

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways; for the purchase of capital assets; and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transit services (248-3785). Develops planning policies for provincial highways system, and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airports system and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities, and is involved in public participation programs in ministry projects (248-3931).

ALCOHOL

416-965-4911

CCR, LIQUOR CONTROL BOARD OF ONTARIO (LCBO) oversees the distribution and sale of liquor (spirits, alcohol, ale, beer and wines) for home consumption and to licensed establishments in government stores throughout Ontario. The Liquor Control Board imports special orders of products not normally carried. Special rare wine and spirits cellars are operated in Toronto and eventually in Ottawa, to stock only high quality products in limited supply. Consultants are available in many metropolitan areas to advise on choosing wine. Duty-free stores at the Toronto International Airport sell liquor to foreign-bound passengers. Age of Majority cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from LCBO stores and brewers retail outlets.

416-965-4654

CCR, LIQUOR LICENCE BOARD OF ONTARIO (LLBO) issues, renews,

transfers, suspends and revokes liquor licences for on-premise sale and consumption of alcohol, including special occasion permits. The Liquor Licence Board also regulates advertising for licensed establishments. For general information, phone 965-1387; transfers, 965-4691; special occasion permits, 965-4675; advertising, 965-3450.

416-965-5161
GOVT SERV, EMPLOYEE ADVISORY SERVICE provides counselling and referral services in cases where alcohol and drug addiction related problems are affecting the work performance of an Ontario Public Service employee. Assists employees in pension planning, insurance benefits planning, and retirement planning. Provides day care counselling to employees with children aged 4 weeks through 10 years. To contact day care counselling service write or call: Employee Advisory Service, 13th floor, 25 Grosvenor Street, Toronto, tel. 965-9953.

416-595-6100
HEALTH, ADDICTION RESEARCH FOUNDATION (ARF) conducts research and demonstration treatment, provides educational and consultative services, and publishes material in the alcohol and drug field. Information is available about various social services for people concerned with psychoactive drugs including alcohol. The Addiction Research Foundation library's extensive collection of research reports, books and audio-visual material is open to the public (Tel. 595-6144). Inpatient and outpatient treatment for alcoholics and drug abusers and addicts is available through the Clinical Institute (595-6021), an 80-bed research and teaching hospital affiliated with University of Toronto. Community consultation and treatment referral is available from ARF branches throughout Ontario.

416-965-8045
HEALTH, CONSULTING SERVICES BR. Staffed by professionals representative of actual providers of personal health care, the branch provides the ministry with expertise and guidance in this field and similarly advises and guides all components of the health care system. On staff are medical, psychology, nursing, allied health disciplines, occupational therapy, physiotherapy, speech pathology & audiology, rehabilitation and social work consultants. They participate in Committees, Working Groups or Task Forces which prepare recommendations for ministry health care policies. The branch is also responsible for the management of these programs: Adult Community Mental Health, Alcohol & Drug Abuse, Home Care (allows an insured Ontario resident to have treatment at home upon recommendation of a doctor), Extended Health Care, Emergency Health Services, Rehabilitation, and the

Underserviced Area Program (965-1170) that attracts physicians to practise in rural and isolated communities.

ALCOHOLICS

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services. Capital and operating grants are available to approved sheltered workshops. Operating and debt retirement assistance available for half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-595-6100

HEALTH, ADDICTION RESEARCH FOUNDATION (ARF) conducts research and demonstration treatment, provides educational and consultative services, and publishes material in the alcohol and drug field. Information is available about various social services for people concerned with psychoactive drugs including alcohol. The Addiction Research Foundation library's extensive collection of research reports, books and audio-visual material is open to the public (Tel. 595-6144). Inpatient and outpatient treatment for alcoholics and drug abusers and addicts is available through the Clinical Institute (595-6021), an 80-bed research and teaching hospital affiliated with University of Toronto. Community consultation and treatment referral is available from ARF branches throughout Ontario.

ALE

Ale, see Beer

ALGONQUIN FORESTRY AUTHORITY

705-789-9647

NAT RES, ALGONQUIN FORESTRY AUTHORITY in Huntsville, Ontario is a Crown corporation responsible for harvesting timber in Algonquin Provincial Park and for supplying logs to designated mills. It operates under volume agreement with the Ministry of Natural Resources.

AMBULANCE

416-965-8034

HEALTH, AMBULANCE SERVICES BR is responsible for licensing and inspection of ambulance services in Ontario. Dispenses funds to, and generally supervises, these services. Operates a training program for operators and is responsible for

central examination of graduates of the Ambulance & Emergency Care program in community colleges. Provides Ontario Health Insurance Plan approval and guidance regarding air transfers and coordinates air ambulance transfers. Operates the Ontario Ambulance Services Information System (OASIS). The branch does not accept requests for emergency ambulance service other than air transfers. Six Regional Coordinators perform decentralized planning & coordinating functions. If ambulance service is required, consult inside cover of local telephone book or dial '0' for operator.

AMENDMENT

416-965-5510

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

ANATOMY

Anatomy, see Schools of Anatomy.

ANIMAL SHELTERS

Animal Shelters, see Pounds

ANIMALS

Animals, see also Livestock, also Wildlife

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six veterinary laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control diseases of poultry; and the Fur Farms Act, requiring licences of fur farmers.

416-965-5841

AG & FOOD, VETERINARY SERV BR, MEAT INSPECTION SECTION issues licences and inspects slaughtering plants except those registered under the Meat Inspection Act (Canada), and those engaged solely in slaughtering animals exempted by regulations under the Act.

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts that require: vaccination of cattle to control brucellosis, licences for livestock community sales, licences of persons involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Issues licences and inspects riding horse establishments, and Pregnant Mare Urine Farms (PMU) for the ultimate production of the hormone estrogen. Licenses those other than pharmacists & veterinarians, who sell livestock medicine. Requires registration of facilities that use animals for research. Provides grants to municipalities of under 50,000 people to construct or renovate pounds.

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and animals (zoonoses), such as rabies, salmonellosis, brucellosis, etc. The Veterinary Consultants advise Public Health Officers and physicians. Project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-832-2261

NAT RES, FISH AND WILDLIFE RESEARCH BR near Maple, Ontario, conducts biological and environmental research and provides information on the principles of scientific fish and wildlife management, wildlife diseases and parasites, productivity of lakes and streams, aquatic systems ecology, behaviour of animals, animal pathology. Contact Director, Box 50, Maple.

ANTI-INFLATION

416-965-2999

TE & IA, ECONOMIC POLICY BR researches and advises the Ministry on medium and long term socio-economic policies and strategies. Studies foreign investment, foreign trade policy, Competition Act, housing, energy, and anti-inflation programs.

ANTIVENIN

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and animals (zoonoses), such as rabies, salmonellosis,

brucellosis, etc. The Veterinary Consultants advise Public Health Officers and physicians. Project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-965-4094
HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable diseases by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

APPEAL

416-965-3107
AG & FOOD, MILK COMMISSION OF ONTARIO is responsible for policy development in the area of producing, processing and marketing milk and dairy products. The Milk Commission of Ontario also serves as an appeal tribunal for anyone within the industry who feels aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch. Also interprets the Milk Act and its regulations to the public. The Commission issues licences to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid milk and milk products, call the Milk Industry Branch, 965-2411.

416-965-1912
ATT GEN, ONTARIO MUNICIPAL BOARD performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of zoning bylaws, official plans and any appeal as provided under the Planning Act, and appeals under the Assessment Act. The Ontario Municipal Board supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

416-965-5545
ATT GEN, SUPREME COURT of ONTARIO, the highest civil court in the province, consists of three divisions: the High Court of Justice, the trial division; the Divisional Court of the High Court, with jurisdiction to hear certain appeals; and the Ontario Court of Appeal, which hears only appeals and is the

highest court in the province. With certain exceptions, any party before the High Court may demand a trial by judge and jury. The new Family Law Division of the High Court (965-7418) handles trials of divorce actions and motions relating to disputes between husband and wife or parents and children, e.g. infant custody, maintenance and/or support. There is a local office of the Supreme Court in every county or district. The Divisional Court and Court of Appeal sit in Toronto.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-922-3005

CCR, HUDAC NEW HOME WARRANTY PROGRAM. Under the Ontario New Homes Warranty Act which came into effect Dec. 31, 1976, all builders of homes and condominiums must be registered with the HUDAC New Home Warranty Program, a non-profit corporation sponsored by the Housing and Urban Development Association of Canada (Ontario council). The self-financing program provides a warranty that new and previously unoccupied homes and condominiums sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from new home and condominium buyers. Both builders and buyers can appeal Corporation decisions with the Commercial Registration and Appeal Tribunal.

416-965-7798

CCR, LIQUOR LICENCE APPEAL TRIBUNAL hears appeals from persons aggrieved by a decision of the Liquor Licence Board.

416-923-1199

CCR, RENT REVIEW. Ontario's Residential Premises Rent Review

Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile home sites and some rent-geared-to-income units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review landlord and tenant filed application forms regarding rent increases. If decision of Rent Review Officer is unsatisfactory, an appeal may be made to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6246), established in 1975, hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union, the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6246) hears appeals re union representatives, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate interests, disputes, e.g. salary rates, benefits, etc.

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single mothers, permanently unemployable fathers, foster children, etc.).

416-965-2531

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal and of the Ministry of the Environment in the areas of water and sewage, waste disposal, air and noise pollution,

in accordance with the Ontario Water Resources Act, 1970, and the Environmental Protection Act, 1971.

416-965-2531

ENV, PESTICIDES APPEAL BOARD provides a mechanism of appeal to persons affected by decisions of the Ministry of the Environment regarding the use of pesticides, in accordance with the Pesticides Act, 1973.

416-965-2097

GOVT SERV, PUBLIC SERVICE Superannuation Board recommends payments of annuities, pensions and disability benefits and approves applications in respect of past service credits and pension credit transfers. The Public Service Superannuation Board also hears appeal from contributors, pensioners or dependents against administrative decisions. Pensions for Ontario Public Service employees are handled by Employee Benefits Branch (965-2097). Private pension plans should be referred to the Pension Commission of Ontario (965-2961).

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has three main functions: Advises the Minister of Health on policy formulation, and provides administrative support and coordination for the Minister's functions under the Health Disciplines Act; provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear appeals from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and nursing.

416-965-1824

NAT RES, MINING AND LANDS COMMISSIONER exercises administrative and judicial duties under The Mining Act, The Mining Tax Act 1972 and The Beach Protection Act and such duties of the Minister of Natural Resources as are assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture and dispute and appeal hearings. Contact Queen's Park or regional offices.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital

bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. A claimant who does not agree with a WCB decision may appeal his or her case. In addition, the Board underwrites the educational programs of nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre (H&RC) is in Downsview (Northwest Toronto). The Board maintains two information offices in Toronto and area offices in eight other Ontario cities. The WCB reports through the Minister of Labour to the Legislature. Contact Head Office or area offices.

APPRENTICESHIP

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial (Manpower) training programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact regional Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Manpower Centre. OCAP Administration Office in Queen's Park is at 965-0668.

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR, in addition to the information service function of explaining and publishing material on ministry programs, answers questions from students, guidance counsellors and parents about the Ontario Student Assistance Program (OSAP), admission requirements to post-secondary programs, colleges and universities, including apprenticeship programs. Maintains statistics (Tel. 965-5477) on full and part-time post-secondary instruction in colleges and universities, manpower retraining, apprenticeship training, private vocational schools. Provides statistical data service for the Legislature to supplement policy, planning and administrative activities of the ministry, and provides the ministry with research consulting and advisory services. It is responsible for the library (965-1451) that serves the ministry, other government agencies and others through interlibrary loans.

APPROVED HOMES

Approved Homes, see also Homes for Special Care

416-965-6231

COMM SOC, MENTAL RETARDATION FACIITY SERVICES Division operates facilities and funds facilities operated by a Board of Directors for mentally retarded and multiply handicapped children and adults. Licenses approved homes which operate under the supervision of the above government facilities. Contact district office.

ARBITRATION

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6246), established in 1975, hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union, the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6246) hears appeals re union representatives, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate interests, disputes, e.g. salary rates, benefits, etc.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

416-965-5669

LABOUR, ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION approves persons as chairmen of Arbitration Boards and as

single arbitrators, dealing with rights disputes between employers and employees with collective agreements only, and with interest disputes in hospitals under the Hospital Labour Disputes Arbitration Act. Performs administrative functions for arbitration boards, e.g.: sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. The Ontario Labour-Management Arbitration Commission publishes a monthly bulletin summarizing all awards received by the Commission.

ARCHAEOLOGICAL

Archaeological, see also Cult & Rec Royal Ontario Museum.

416-965-2336

CULT & REC, CONSERVATION REVIEW BOARD holds hearings arising out of owners' objection to municipal designation of property as historically or architecturally significant. The Conservation Review Board reports its opinion to the municipal council. Hearings are also held where Minister proposes to refuse issuance of archaeological licence, or designates property as an archaeological or historic site.

416-965-5727

CULT & REC, HERITAGE TRUST BR supports the acquisition by the Ontario Heritage Foundation through donation or purchase, of buildings of historic or architectural value, parkland of scenic, recreational or archaeological interest, items of archaeological importance and works of art. Following acquisition, arrangements are made for architectural conservation or restoration where necessary, as well as for custody, use or display.

416-965-4490

CULT & REC, HISTORICAL PLANNING AND RESEARCH BR provides research on history and information on archaeology that is necessary in the planning and development of Ontario government programs. Provides the Ontario Heritage Foundation with professional archaeological assistance. Answers inquiries about archaeological licences.

416-965-5727

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing licences for archaeology and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Acts as official recipient of gifts of archaeological interest to the province. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical importance or

architectural value. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

ARCHITECTURAL CONSERVATION

Architectural Conservation, see also Cult & Rec Conservation Review Board.

416-965-7635

CULT & REC HERITAGE ADMIN BR, ARCHITECTURAL Conservation Section provides support for Ontario Heritage Foundation grants or loans to encourage renovation and restoration of buildings of historical importance or architectural value. Helpful advice on preservation is offered to organizations and individuals, including assistance with the establishment of local architectural conservation advisory committees and programs. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Historical for other activities of the branch.

416-965-5727

CULT & REC, HERITAGE TRUST BR supports the acquisition by the Ontario Heritage Foundation through donation or purchase, of buildings of historic or architectural value, parkland of scenic, recreational or archaeological interest, items of archaeological importance and works of art. Following acquisition, arrangements are made for architectural conservation or restoration where necessary, as well as for custody, use or display.

416-965-5727

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ARCHIVES

Archives of Ontario, see also Cult & Rec Festival Ontario.

416-965-4030

CULT & REC, ARCHIVES OF ONTARIO acquires significant unpublished documents to preserve Ontario's historical heritage and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies, through statutory control, important non-current records, and from other sources, through donation or purchase, any important manuscripts, maps, pictures, photographs, early newspapers, etc. dealing with Ontario history. Operates a public reading room for those doing historical, administrative, legal or other research. The Archives welcomes information on the location of historical material. The Archives of Ontario also advises and assists ministries and agencies in the economic and efficient management of records, forms, microrecording, correspondence, reports. Coordinates Records Management training courses. Contact 965-2187.

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Sigmund Samuel Gallery of Canadiana at 14 Queen's Park Crescent West and the McLaughlin Planetarium, is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts and archaeology, sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Phone for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, film library and archives, Senior Citizens Club, Explorer's Club and Saturday Morning Club for children. The Royal Ontario Museum (ROM) is located at 100 Queen's Park Cres. in Toronto.

ARDA

416-965-7661

AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves people in the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

ART

Art, see Arts. Art in Ontario Government buildings, see Govt

Serv Design Services Br.

ART GALLERY
Art Gallery of Ontario, see also Cult & Rec Festival Ontario

416-361-0414
CULT & REC, ART GALLERY OF ONTARIO cultivates and advances the cause of visual arts in Ontario with programs, lectures and films on the origin, development, appreciation and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan exhibitions in the art gallery and The Grange, a restored historic Toronto house. Circulates exhibitions to communities throughout Ontario. Offers an art rental service, art book shop, audio-visual library, art reference library and art classes for children and adults, school tours, public tours and speakers bureau.

416-893-1121
CULT & REC, McMICHAEL CANADIAN COLLECTION is an art gallery in a beautiful setting in Kleinberg, Ontario, which has an extensive collection of the works of Canadian artists including the Group Of Seven, Tom Thompson, Emily Carr, David Milne, Clarence Gagnon, and J. W. Morrice. Also included are works of art by native peoples. The collection is open every afternoon except Monday. All mornings and all day Monday are reserved for school tours by appointment.

ART RENTAL
Art Rental, see Cult & Rec Art Gallery of Ontario

ARTICLES OF AMENDMENT
Articles of Amendment, see Amendment

ARTICLES OF INCORPORATION
Articles of Incorporation, see Incorporation

ARTIFACTS
Artifacts, see Ontario Heritage Foundation, also Royal Ontario Museum, Ontario Agricultural Museum.

ARTIFICIAL LIMBS
Artificial Limbs, see Prosthetic

ARTISTS
Artists, see also Arts

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extensive collection of the works of Canadian artists including the Group Of Seven, Tom Thompson, Emily Carr, David Milne, Clarence Gagnon, and J. W. Morrice. Also included are works of art by native peoples. The collection is open every afternoon except Monday. All mornings and all day Monday are reserved for school tours by appointment.

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, makes grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, film makers and photographers may also apply. Other programs include Creative Artists In Schools (CAIS), designed specifically for creative artists, and ONTOUR, giving assistance to concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

ARTS

416-965-6763

CULT & REC, ADMIN SERVICES BR, RESOURCE CENTRE and Library maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-361-0414

CULT & REC, ART GALLERY OF ONTARIO cultivates and advances the cause of visual arts in Ontario with programs, lectures and films on the origin, development, appreciation and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan exhibitions in the art gallery and The Grange, a restored historic Toronto house. Circulates exhibitions to communities throughout Ontario. Offers an art rental

service, art book shop, audio-visual library, art reference library and art classes for children and adults, school tours, public tours and speakers bureau.

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres, sports facilities, arts facilities, such as concert and exhibition halls, theatres, museums, heritage conservation projects, library facilities and multicultural centres. Contact regional offices or main office.

416-595-5281

CULT & REC, CJRT-FM provides educational opportunities for the citizens of the province of Ontario by offering university level credit courses as well as programming designed to provide a better understanding and appreciation of such fields of interest as the arts, music and literature. All program content including the open sector programming is presented in a non-commercial format.

416-965-6256

CULT & REC, COMMUNITY ARTS DEVELOPMENT BR has programs to encourage excellence in the arts and wider participation in arts activities. Has consultants in theatre, dance, music, visual arts, and crafts. Grants are available to provincial arts service organizations. Provides resource materials for teachers in the arts or arts groups. Contact field offices, main office, or the Ontario Arts Council.

416-965-6256

CULT & REC, FESTIVAL ONTARIO will coordinate exhibits from major cultural institutions (e.g.: Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority, Ontario Arts Council, Archives of Ontario, Ontario Film Theatre, Royal Botanical Gardens, McMichael Canadian Collection, etc.) and make these available free of charge to communities to augment festivals or special events. Festival Ontario does not organize festivals. Assists at the request of communities. Contact regional offices or main office.

416-965-0617

CULT & REC, FIELD SERVICES BR. Through six regional and various sub offices in Ontario the Field Services Branch brings into focus the Ministry's program at the local level. By providing consultative services to community groups, this Branch aids in the provision of recreational and cultural activities at the local level. The consulting service is

provided to a whole range of local and regional clients including municipal recreation departments, municipal recreation committees, YMCA's, historical societies, multicultural groups, regional arts councils, etc.

416-961-1660
CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, makes grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, film makers and photographers may also apply. Other programs include Creative Artists In Schools (CAIS), designed specifically for creative artists, and ONTOUR, giving assistance to concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

416-978-3690
CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Sigmund Samuel Gallery of Canadiana at 14 Queen's Park Crescent West and the McLaughlin Planetarium, is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts and archaeology, sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Phone for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, film library and archives, Senior Citizens Club, Explorer's Club and Saturday Morning Club for children. The Royal Ontario Museum (ROM) is located at 100 Queen's Park Cres. in Toronto.

416-965-2390
CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information

booklets and application forms contact Ministry of Culture & Recreation field offices.

ASSESSMENT

416-965-7574

ATT GEN, ASSESSMENT REVIEW COURT hears complaints against realty and business assessment based on real property valuation for municipal tax purposes. For further information on real property assessment, see Revenue Assessment Field Operations Branch listed in this index. Contact Municipal Office locally for questions on property taxation and rates. For assessment complaints, contact Regional Registrar of Assessment Review Court.

416-965-1912

ATT GEN, ONTARIO MUNICIPAL BOARD performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of zoning bylaws, official plans and any appeal as provided under the Planning Act, and appeals under the Assessment Act. The Ontario Municipal Board supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

416-965-1559

NAT RES, MINE TAX ASSESSMENT issues annual assessment (tax) notices to Ontario mining companies on the basis of profit. Administers the Mining Tax Act.

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices in Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of school supporters, and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

416-965-5189

REVENUE, ASSESSMENT STANDARDS BR. The Ministry of Revenue, under the Assessment Act, assesses the value of real property in Ontario, which assessment local governments use as basis for property taxation. The Assessment Standards Branch:

develops, maintains and implements valuation methods; standardizes valuation procedures; provides training of assessment personnel (Tel. 965-3905). Conducts related technical research (965-3305).

ASSETS DISPOSAL

416-965-6937

GOVT SERV, SUPPLY ADMINISTRATION BR provides a government-wide purchasing service, including development of specifications and standards. Develops Collective Purchasing Arrangements for commodities commonly used by Ontario Government ministries and agencies. In addition to purchasing the requirements of the Ministry of Government Services, the branch purchases furniture and all other furnishings for other ministries and other items required for the initial outfitting of new facilities. Operates the Public Tenders Office to receive tenders for government contracts. Maintains suppliers lists by vendor and commodity, and a vendors catalogue library. Controls and directs government assets disposal.

ASSIGNMENT OF BOOK DEBTS

Assignment of Book Debts, see CCR Personal Property Registration Br.

ASSISTED HOME OWNERSHIP PROGRAM

Assisted Home Ownership Program, see AHOP-HOME.

ATHLETES

416-844-8171

CULT & REC, ONTARIO SPORTS TRAINING CENTRE (OSTC) in Oakville is now being developed, with construction to start in 1977, tentative completion in 1979. To be built in stages, the Ontario Sports Training Centre is designed for training of amateur athletes and to serve as a sports competition and conference centre. Phase I facilities include a natatorium, multiple gymnasiums, an indoor fieldhouse, an outdoor stadium, fitness & weight training halls, medical & physiotherapy areas, the major locker core plus administration office. Twenty-three amateur sports are included in this phase, with the sport governing bodies recommending athletes for training. The Recreation Facilities Research Project under the OSTC is being created to gather and disseminate information about planning, design, construction and operation of sports, recreation and fitness facilities.

416-965-6546

CULT & REC, SPORTS SERVICES BR encourages participation in physical activities for enjoyment. Promotes competition in

multi-sports games (e.g. regional & provincial Ontario Summer & Winter Games). Provides administrative, consultative and limited financial assistance (grants) to provincial sport governing bodies. The Ontario Sports Administration Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is also funded by this Ministry. Sports Awards Program honours accomplishments made by Ontario athletes and citizens in amateur sport. Coaching Development Program (Tel. 965-6311) improves the calibre of leadership available to amateur sport. Ontario Sports Travelcade (Tel. 965-6311) takes sports and fitness resources around Ontario to help raise the level of expertise among athletes, coaches, etc. The branch encourages physical fitness in individuals by working with community groups, municipalities and industries in the development of fitness programs (965-6311). See also Cult & Rec Office of Athletics Commissioner.

ATHLETICS COMMISSIONER

416-965-4173

CULT & REC, OFFICE OF ATHLETICS COMMISSIONER regulates professional boxing and wrestling and amateur sports in Ontario. Licenses professional boxers and wrestlers.

ATT GEN ASSESSMENT REVIEW COURT **416-965-7574**

ATT GEN, ASSESSMENT REVIEW COURT hears complaints against realty and business assessment based on real property valuation for municipal tax purposes. For further information on real property assessment, see Revenue Assessment Field Operations Branch listed in this index. Contact Municipal Office locally for questions on property taxation and rates. For assessment complaints, contact Regional Registrar of Assessment Review Court.

ATT GEN BLIND PERSONS RIGHTS ACT **416-965-5184**

ATT GEN, BLIND PERSONS RIGHTS ACT of 1976 provides that blind persons shall not be denied accommodation, occupancy, services or facilities, or discriminated against for the reason that the blind person keeps or is accompanied by a guide dog. An identification card is issued upon written application, as prima facie proof that the blind person and his dog are entitled to the provisions of this Act.

ATT GEN BOARD OF NEGOTIATION **416-965-2867**

ATT GEN, BOARD of NEGOTIATION may act as a mediator to negotiate a settlement when property is expropriated and no agreement can be reached on compensation for the expropriation. Either the property owner or the expropriating authority can request the services of the Board of Negotiation.

ATT GEN BOARD OF VALUATION **416-965-2867**
ATT GEN, BOARD of VALUATION. Where a power exercised under the Power Corporation Act does not constitute an expropriation or injurious affection, compensation shall be paid to the owner for all damage, and when no agreement is arrived at as to amount of compensation to be paid to the owner, the Board of Valuation shall determine compensation for such property damage. If either the owner or the Corporation is dissatisfied with the amount of compensation fixed, they may appeal to the Ontario Municipal Board.

ATT GEN COMMON LEGAL SERVICES **416-965-2535**
ATT GEN, COMMON LEGAL SERVICES is responsible for provision of lawyers to the ministries of the Ontario government. Coordinates and assists in general legal advice to these ministries.

ATT GEN COUNTY AND DISTRICT COURTS **416-965-7351**
ATT GEN, COUNTY and DISTRICT COURTS, the intermediate level of trial courts with civil jurisdiction in Ontario, handle actions involving the amounts of between $401 and $7,500. Handle proceedings under these statutes: landlord and tenant, applications for name changes, adoptions (child welfare), and mental incompetency. Persons rarely appear without legal counsel, and in many cases, either party may require trial by judge and jury. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Outside this Judicial District, contact appropriate county or district court.

ATT GEN CRIMINAL INJURIES COMPENSATION BOARD **416-965-4755**
ATT GEN, CRIMINAL INJURIES COMPENSATION BOARD provides compensation to victims who have received physical injury as the result of an unprovoked crime of violence, or to the dependants of an innocent victim of a fatal occurrence. The Criminal Injuries Compensation Board also awards compensation to police and others taking part in law enforcement.

ATT GEN CROWN ATTORNEYS **416-965-2834**
ATT GEN, CROWN ATTORNEYS System supervises Crown Attorneys in the 47 Districts and Counties throughout Ontario. Provides consultation with Crown Attorneys with respect to particular criminal matters. Responsible for hiring Crown staff. Consults with other ministries on administrative matters, e.g. Crown Attorneys' office accommodation, etc.

ATT GEN CROWN ATTORNEYS' OFFICE **416-965-7338**
ATT GEN, CROWN ATTORNEYS OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. The Crown Attorneys inform

police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

ATT GEN CROWN LAW OFFICE CIVIL **416-965-2831**

ATT GEN, CROWN LAW OFFICE, CIVIL Law provides litigious service in all levels of courts, boards and tribunals. Provides professional advice and legal opinions to all Ontario government ministries and agencies. Answers inquiries from the public on statutes administered by the Ministry of the Attorney General. Conducts prosecutions including prosecutions under provincial legislation. Deals with constitutional questions. Acts as Queen's Proctor in divorce matters.

ATT GEN CROWN LAW OFFICE CRIMINAL **416-965-0650**

ATT GEN, CROWN LAW OFFICE, CRIMINAL LAW is responsible for the preparation and argument of all criminal appeals in indictable offences in the province, whether the Crown is the Respondent or the Appellant. Conducts special prosecutions. The branch deals with the judiciary, Crown attorneys, the police and the public.

ATT GEN DIRECTOR OF COURTS ADMIN **416-965-2881**

ATT GEN, DIRECTORS of COURTS ADMIN and Inspector of Legal Offices manages the civil and criminal courts in Ontario. County and Small Claims Court Offices Branch (965-7945) handles matters involving Sheriffs, local Supreme Court of Ontario Registrars, County Court Clerks, Surrogate Court Registrars, Small Claims Court Clerks and Bailiffs. Provincial Court Offices Br (965-0916) handles matters involving Provincial Court Criminal and Family Division offices, and Observation and Detention Homes. Court Reporting Branch (965-2848) is involved in court reporting procedures. Appointments for Justices of the Peace, Notaries Public, commissioners for taking affidavits are also handled by this division (965-2816). For matters concerning court accommodation, contact 965-8453.

ATT GEN FINANCIAL MANAGEMENT BR **416-965-1291**
ATT GEN, FINANCIAL MANAGEMENT BR provides the Ministry with these services: development of estimates and budget control (Tel. 965-1291), accounting, including accounts payable (965-4291) and payroll (965-1135); office services, including procurement of assets and supplies (965-2845), central filing, transportation and delivery (965-2989); printing and duplicating (965-2818) and central mailing (965-2980). For further description of functions, see first entries under administrative services, financial management and accounting.

ATT GEN LAND COMPENSATION BOARD **416-965-1012**
ATT GEN, LAND COMPENSATION BOARD, one of the provincial special purpose quasi-judicial bodies, determines compensation for land expropriated by a Statutory Authority under Ontario legislation, for damages for injurious affection to land caused by a Statutory Authority, for personal and business damages, and for disturbance damages. The Land Compensation Board provides information through its Registrar on arbitration proceedings for compensation and related matters.

ATT GEN LEGISLATIVE COUNSEL SERVICES **416-965-2841**
ATT GEN, LEGISLATIVE COUNSEL SERVICES provides legislative advisory services to members of provincial parliament (MPP), government Ministers and Ministries. The Legislative Counsel Services is responsible for the drafting of bills and regulations, and for the preparation of annual statute books and the filing and publishing of regulations. For information on regulations, contact 965-2854.

ATT GEN MANAGEMENT AUDIT BR **416-965-4223**
ATT GEN, MANAGEMENT AUDIT BR is responsible for the Ministry's audit functions. For a description of activities see the first entry under audit. The branch also administers the Defaulted Fines Control Centre (driver licence suspension system). Contact 965-3711, 965-9012 or 965-0296.

ATT GEN MANAGEMENT INFORMATION SYSTEM BR **416-965-9417**
ATT GEN, MANAGEMENT INFORMATION SYSTEM BR, Courts Administration Program, provides information on the activities of courts in Ontario to Ministry staff and interested groups. Collects data through manual and computerized systems. The manual system collects aggregate information on activity in the Sheriffs Offices in the Supreme, County, Surrogate and Provincial Courts. The computerized system is a case flow system for criminal cases.

ATT GEN NATIVE COURT WORKER PROGRAM **416-965-5184**
ATT GEN, NATIVE COURT WORKER PROGRAM, Programs Admin Div, was

initiated in 1972 by the Province of Ontario and the Federal government to meet the needs of native peoples who may be at a disadvantage when appearing before the courts. The Ontario Federation of Indian Friendship Centres is responsible for operating the program in 20 centres throughout the province.

ATT GEN OFFICIAL GUARDIAN **416-965-1865**
ATT GEN, OFFICIAL GUARDIAN represents the civil rights of persons under a legal disability usually under 18 years of age, or mentally incompetent, as well as unborn and absentee persons. The Official Guardian also makes recommendations to the Court regarding the care, custody and maintenance of children in divorce cases. The Official Guardian's jurisdiction is province-wide.

ATT GEN ONTARIO LAW REFORM COMMISSION **416-965-4761**
ATT GEN, ONTARIO LAW REFORM COMMISSION inquires into any matters relating to law reform, the administration of justice, judicial and quasi-judicial procedures. The Ontario Law Reform Commission conducts legal research to carry out these functions. The Professional Organizations Project (965-2740) was formed in July, 1976 to study the administration of these statutes: Architects Act, Law Society Act, Notaries Act, Professional Engineers Act, Public Accountancy Act.

ATT GEN ONTARIO MUNICIPAL BOARD **416-965-1912**
ATT GEN, ONTARIO MUNICIPAL BOARD performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of zoning bylaws, official plans and any appeal as provided under the Planning Act, and appeals under the Assessment Act. The Ontario Municipal Board supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

ATT GEN PERSONNEL MANAGEMENT BR **416-965-2552**
ATT GEN, PERSONNEL MANAGEMENT BR performs the personnel functions for the Ministry of the Attorney General. For a description of branch activities, see first entry under personnel.

ATT GEN PLANNING AND EVALUATION BR **416-965-6618**
ATT GEN, PLANNING AND EVALUATION BR provides assistance and advice to the ministry to develop and implement improved management systems and planning processes in the various programs and activities.

ATT GEN POLICY DEVELOPMENT DIV **416-965-6271**
ATT GEN, POLICY DEVELOPMENT DIV duties include: research into and analysis of all aspects of the administration of justice in Ontario, continual review of the statutes administered by the ministry, developing its legislative program, and advising the Attorney General and his Deputy during the legislative progress of a bill. Operates the ministry library which serves the Crown Law Office and field offices.

ATT GEN PROVINCIAL COURTS CRIMINAL DIV
ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, presided over by judges appointed by the Ontario government, deal with approximately 90% of all criminal cases under the Criminal Code of Canada, all offences under the Statutes of Ontario and of Canada and all offences arising from infraction of local by-laws of municipalities and their boards. A person accused of an indictable offence which is not in the absolute jurisdiction of a judge of the Provincial Court and not one customarily tried before the High Court of Justice may elect to be tried before a County or District Court Judge sitting either alone or with a jury. Contact local County or District Court.

ATT GEN PROVINCIAL COURTS CRIMINAL DIV METRO **416-965-7523**
ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, METRO TORONTO deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Court offices (965-7515). For inquiries re: payment of fines following conviction, and drivers licence licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the Court's branches or to the Bail Office at 965-7522. Civil marriages ceremonies are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

ATT GEN PROVINCIAL COURTS FAMILY DIV **416-924-0631**
ATT GEN, PROVINCIAL COURTS FAMILY DIV are Courts of Law dealing with Domestic Law (financial support orders for deserted or destitute wives & children, paternity suits & support of illegitimate children; Child Welfare Law (child welfare & protection for neglected children); & Juvenile Law (juveniles, between 7 and 16 yrs); and a few criminal offences in a family context. The Chief Judge's office is at tel. 457-5170. There is a court in each county. In the Judicial District of York, main branch is located at 311 Jarvis St., tel. 924-0631. Clients requiring professional assistance or guidance in domestic, child welfare or juvenile

areas may drop in for counselling by social workers. Child welfare cases are commenced by the local Children's Aid Societies. The police usually lay juvenile delinquency charges but any person aggrieved criminally (e.g. property damage, trespass, assault) by a juvenile may prefer a private complaint and discuss the matter with a social worker.

ATT GEN PUBLIC TRUSTEE **416-362-1331**

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Power of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

ATT GEN REFEREE OF THE SMALL CLAIMS COURTS **416-965-5591**

ATT GEN, REFEREE of the SMALL CLAIMS COURTS of the Judicial District of York assists people with counselling on debt problems, particularly with summonses and garnishments before and after judgment. Public must telephone for appointment and bring complete information regarding income, expenses, debts and creditors. The Small Claims Court Referee's mailing address is: 425 University Ave., Rm.201, Toronto M4G 1T6.

ATT GEN SMALL CLAIMS COURTS

ATT GEN, SMALL CLAIMS COURTS, the lowest level of trial courts in Ontario, have jurisdiction to adjudicate civil disputes where the amount claimed does not exceed $400. This limit is set to $800 in northern districts. There are 130 small claims courts in Ontario. One of these in the Judicial District of York is at 67 Richmond St. W., tel. 366-8667.

ATT GEN SUPREME COURT OF ONTARIO **416-965-5545**

ATT GEN, SUPREME COURT of ONTARIO, the highest civil court in the province, consists of three divisions: the High Court of Justice, the trial division; the Divisional Court of the High Court, with jurisdiction to hear certain appeals; and the Ontario Court of Appeal, which hears only appeals and is the highest court in the province. With certain exceptions, any party before the High Court may demand a trial by judge and jury. The new Family Law Division of the High Court (965-7418) handles trials of divorce actions and motions relating to disputes between husband and wife or parents and

children, e.g. infant custody, maintenance and/or support. There is a local office of the Supreme Court in every county or district. The Divisional Court and Court of Appeal sit in Toronto.

ATT GEN SUPREME COURT OF ONTARIO REGISTRAR'S 416-965-5545
ATT GEN, SUPREME COURT OF ONTARIO REGISTRAR'S Office, Judicial District of York handles inquiries regarding civil litigation commenced in this district, including divorce actions as to state of action (965-5582). Provides certified copies of court documents, e.g. final divorce decree (965-5563). For listing of cases for trial, contact 965-7418 for divorce and 965-7415 for cases other than divorce. Outside this Judicial District, contact county or district Supreme Court Registrar. Questions about legal rights and advice should be referred to a lawyer.

ATT GEN SURROGATE COURT 416-965-7314
ATT GEN, SURROGATE COURT issues letters probate of persons who die testate (with a Will), and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of children. Also processes applications for the custody of children. The Surrogate Court also handles contestated claims against estates, Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost Wills. Contact local Surrogate Court Registrar.

ATT GEN SYSTEMS DEVELOPMENT BR 416-965-3975
ATT GEN, SYSTEMS DEVELOPMENT BR, Programs and Administrative Division, provides the Ministry with a resource of personnel skilled in various management techniques. Provides analysis and design of systems, applying some of these to computer operations, to realize adequate and less costly administration of justice. One such system is the County of York Court Loading and Operation System (CYCLOPS II) which is a loading and scheduling system for minor traffic courts in this Judicial District, combined with complete administrative control over the Summons Office and the Court Offices. Sub-functions of this program include the North York traffic tribunal system and the driver licence suspension system. The Branch provides flowcharts of the activities of the courts; namely, the civil process, criminal proceedings and family court functions. These charts are used in the Bar admission course and by universities, colleges and high schools.

ATTORNEY GENERAL
Attorney General, Ministry of, see ATT GEN Branch Name.

AUCTIONEERS

Auctioneer's (livestock) licence, see Ag & Food Livestock Br.

AUDIT

Audit Branch in each ministry is responsible for its audit functions which include review and appraisal of ministry accounting, financial and operational controls.

416-965-3241

AG & FOOD, AUDIT SERVICES BR is responsible for the Ministry's audit function. For a description of the function see first entry under audit. Also assists management by reviewing specific areas of concern and making recommendations for improvement.

416-965-4223

ATT GEN, MANAGEMENT AUDIT BR is responsible for the Ministry's audit functions. For a description of activities see the first entry under audit. The branch also administers the Defaulted Fines Control Centre (driver licence suspension system). Contact 965-3711, 965-9012 or 965-0296.

416-965-5543

CCR, INTERNAL AUDIT is responsible for the ministry's audit function. For a description of the function see first entry under audit.

416-965-3236

COLL UNIV, INTERNAL AUDIT SERVICES BR is responsible for the ministry's audit function. For a description of the function see the first entry under audit.

416-965-5214

COMM SOC, AUDIT SERVICES BR is responsible for the ministry's audit function. For a description of the function, see first entry under audit.

416-965-5611

CORR SERV, INTERNAL AUDIT BR is responsible for the ministry's audit function. For a description of the function, see first entry under audit.

416-965-9941

CULT & REC, INTERNAL AUDIT is responsible for the ministry's audit function. For a description of functions see first entry under audit.

416-965-2611

EDUC, FINANCIAL MANAGEMENT BR, besides the normal functions of financial management (965-2611), accounting (965-2612),

and audit (965-5833), collects outstanding loans made under the Ontario Student Aid Loan Plan, a student aid program discontinued in 1964. Also collects fees for summer courses offered to teachers and for duplicates of students' transcripts and teachers' certificates.

416-965-6978
ENV, INTERNAL AUDIT BR is responsible for the ministry's audit function. For a description of the function see the first entry under audit.

416-965-4805
GOVT SERV, AUDIT BR is responsible for the ministry's audit function. For a description of the function see first entry under audit.

416-965-4338
HEALTH, AUDIT SERVICES BR is responsible for the ministry's audit function. For a description of the function, see first entry under audit.

416-965-9898
HOUSING, AUDIT OPERATIONS BR is responsible for the ministry's audit function. For a description of the function see first entry under audit.

416-965-4510
IND TOUR, OPERATIONAL REVIEW BR is responsible for the ministry's audit function. For a description of the function, see the first entry under audit.

416-965-4087
NAT RES, INTERNAL AUDIT BR is responsible for the ministry's audit function. For a description of the function, see first entry under audit.

416-965-5275
REVENUE, AUDIT SERVICES BR is responsible for the Ministry's audit function. For a description of the function, see the first entry under audit.

416-965-5020
SOL GEN, INTERNAL AUDITOR is responsible for the Ministry's internal audit function. For a description of activities, see first entry under audit.

416-965-5123
TE & IA, INTERNAL AUDIT SERVICES BR provides an internal audit capacity within the ministry to reinforce post-audit requirements and promote safekeeping of public funds and

property entrusted to the ministry. For a description of functions, see first entry under audit.

416-248-3366
TR & COMM, INTERNAL AUDIT BR performs the audit functions for the Ministry as described in the first entry under audit. In addition, the branch analyzes Ministry claims negotiations and advises on settlements. The Branch audits Ministry electronic data processing systems; audits design drawings and tender documents prior to awarding of contracts; audits payment records on Ministry and Ministry-subsidized contracts. Also audits contractors and suppliers records; and audits municipal records to ensure that subsidies are spent as approved.

AUTOMOBILE

Automobile, see Vehicles

AUTOPSIES

416-965-6678
SOL GEN, CHIEF CORONER'S OFFICE, 26 Grenville St., Toronto M7A 2G9 investigates sudden and violent deaths; warns the public re prevention of similar deaths; orders autopsies for medical legal reasons; conducts inquests; signs certificates for cremation and for shipment of bodies out of Ontario; completes medical certificates of death in coroners' cases. Administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Supplies Schools of Anatomy in Ontario with donated or unclaimed bodies and inspects these schools. To contact Regional Coroners, York Region, phone 416-965-6678, Toronto; Niagara Region, phone 416-684-4776, St. Catharines; Kenora Region, phone 807-223-6956, Dryden; South Georgian Bay Region, 705-645-8733, Bracebridge; Nipissing Region, 705-746-2123, Parry Sound; East Central Region, 613-966-4944, Belleville.

416-965-1554
SOL GEN, FORENSIC PATHOLOGY BR assists in determining the cause of deaths in unusual circumstances and in unveiling concealed homicides through autopsies & biological and other techniques of forensic science. Supervises regional pathologists. Supports pathologists' and law enforcement officers' continuing education in legal medicine and sudden death investigations.

AVIATION

416-248-3621
TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads,

bridges and subways; for the purchase of capital assets; and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transit services (248-3785). Develops planning policies for provincial highways system, and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airports system and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities, and is involved in public participation programs in ministry projects (248-3931).

BAIL

416-965-7338

ATT GEN, CROWN ATTORNEYS OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. The Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-7523

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, METRO TORONTO deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Court offices (965-7515). For inquiries re: payment of fines following conviction, and drivers licence licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the Court's branches or to the Bail Office at 965-7522. Civil marriages ceremonies are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

BAILIFFS

416-965-7338

ATT GEN, CROWN ATTORNEYS OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. The Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-2881

ATT GEN, DIRECTORS of COURTS ADMIN and Inspector of Legal Offices manages the civil and criminal courts in Ontario. County and Small Claims Court Offices Branch (965-7945) handles matters involving Sheriffs, local Supreme Court of Ontario Registrars, County Court Clerks, Surrogate Court Registrars, Small Claims Court Clerks and Bailiffs. Provincial Court Offices Br (965-0916) handles matters involving Provincial Court Criminal and Family Division offices, and Observation and Detention Homes. Court Reporting Branch (965-2848) is involved in court reporting procedures. Appointments for Justices of the Peace, Notaries Public, commissioners for taking affidavits are also handled by this division (965-2816). For matters concerning court accommodation, contact 965-8453.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals

from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-6471

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramidic Sales Act (pyramidic schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconsionable consumer representations & provides redress procedures for consumers.

416-965-2513

CCR, REGISTRAR OF BAILIFFS, Collection Agencies and Mortgage Brokers is responsible for investigating complaints about and registering private bailiffs, collection agencies, consumer reporting agencies (credit and personal information investigation) and mortgage brokers. Also issues certificates of acceptance for pyramidic schemes under the Pyramidic Sales Act. Recommends appointments under the Bailiffs Act.

BANKING

416-965-5273

TE & IA, FINANCIAL INFORMATION & ACCOUNTING Policy Branch is responsible for public reporting of government financial information. Produces Public Accounts annually for Legislature and the public. Operates Consolidated Revenue Fund accounting systems and budget monitoring system serving provincial ministries and agencies. Accounting Research and Policy Development Section (965-1731) serves ministries and agencies on development of financial information system and financial information and accounting policy development. Maintains financial administration policy liaison with Management Board and banking policy liaison with the banking community.

BASINS

416-965-4590

ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Contact regional office.

BEACH

416-965-1824

NAT RES, MINING AND LANDS COMMISSIONER exercises administrative and judicial duties under The Mining Act, The Mining Tax Act 1972 and The Beach Protection Act and such duties of the Minister of Natural Resources as are assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture and dispute and appeal hearings. Contact Queen's Park or regional offices.

BEER

416-965-4911

CCR, LIQUOR CONTROL BOARD OF ONTARIO (LCBO) oversees the distribution and sale of liquor (spirits, alcohol, ale, beer and wines) for home consumption and to licensed establishments in government stores throughout Ontario. The Liquor Control Board imports special orders of products not normally carried. Special rare wine and spirits cellars are operated in Toronto and eventually in Ottawa, to stock only high quality products in limited supply. Consultants are available in many metropolitan areas to advise on choosing wine. Duty-free stores at the Toronto International Airport sell liquor to foreign-bound passengers. Age of Majority cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from LCBO stores and brewers retail outlets.

BELL CANADA

416-248-3736

TR & COMM, COMMUNICATIONS OPERATIONS BR carries out representations and interventions before the Canadian Radio-Television and Telecommunications Commission on common carrier, cable and broadcast applications; involves provincial comment on Bell Canada, Canadian National or Canadian Pacific rate applications. The Branch does not regulate Bell Canada or CN-CP, but investigates customer complaints regarding their service. Represents Ontario on the federal Cost Telecommunications Inquiry. Telecommunications Systems Engineering (248-3567) assists

independent telephone industry in modernization plans, consults and advises the Ontario Telephone Service Commission on technical matters, and generally provides related assistance to the division.

BICYCLES

Bicycles, see Tr & Comm Public & Safety Information Br

BILINGUAL

Bilingual, see also Bilingualism

416-965-1438

CIV SERV, STAFF TRAINING & DEVELOPMENT BR. Staff Training & Development Services Section (965-1438) identifies training and development needs of Ontario Government employees. Develops appropriate learning experience to meet these needs and evaluates effectiveness of this training. Courses and seminars are usually held at the Staff Development Centre, Kempenfeldt Bay, Barrie (705-728-2321). French Language Services Section (965-4162) offers French language training courses to provincial and municipal employees. Assists ministries in recruitment of bilingual staff. Administers Ontario-Quebec Summer Student Job Exchange program and civil servants exchanges. Library (965-7096) offers specialized services in the management science field.

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance to Ontario students studying at colleges and universities. Administers three programs based on financial need: the Ontario Student Assistance Program - Canada Student Loan (OSAP - CSL); Ontario Student Loan (OSL); and Ontario Special Bursary (OSB). The assistance may come as loans or grants. The branch also awards fellowships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships, and has programs for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, Summer Language Bursary and Interprovincial Second Language Monitor Program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

BILINGUALISM

Bilingualism, see also Bilingual

416-965-4716

CABINET COMMITTEE ON CONFEDERATION advises the government on:

the relationship of Ontario to Confederation and on related federal-provincial and interprovincial relationships; how the public might acquire further understanding of the advantages of confederation; means of greater interaction between Ontarians and the people from the other provinces. The office of the Coordinator on Bilingualism (965-3865) which coordinates the implementation of the government's bilingualism policy (English and French language services to the public) reports to this Committee.

BILLS

416-965-2841

ATT GEN, LEGISLATIVE COUNSEL SERVICES provides legislative advisory services to members of provincial parliament (MPP), government Ministers and Ministries. The Legislative Counsel Services is responsible for the drafting of bills and regulations, and for the preparation of annual statute books and the filing and publishing of regulations. For information on regulations, contact 965-2854.

416-965-2069

GOVT SERV, PRINTING SERVICES BR has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms, and supplies printing and typographic services to Ontario Government ministries and agencies through the graphic arts industry in Ontario. Also provides subscriptions to Hansard, Bills, Votes and Proceedings and Order Papers (965-2238). Duplicating Service (965-2211) provides an in-plant reproduction facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through both the Publications Centre (965-6015) and the Ontario Government Bookstore (965-2054) is responsible for the library depository system, cataloguing, inventory control and distribution of Ontario government publications.

416-965-1406

LEGISLATIVE ASSEMBLY, CLERK'S OFFICE. The Clerk is the principal Officer of the Legislative Assembly, and is responsible for procedure and the daily publication of the Order Paper and Votes and Proceedings, the official record of the activities of the House. The Clerk's Office will answer questions about the status of legislation before the House, and rules pertaining to Private Bills. Also provides certified copies of parliamentary bills.

BINGOS

416-965-5181

CCR, LOTTERIES BR issues licences, supervises and controls all lottery operators in Ontario. These include bingos, raffles and games of chance operated within the Criminal Code of Canada. Copies of the regulations are available from the branch on request.

BIRDS

Birds, see Ornithology, Nat Res Wildlife Br, Waterfowl.

BIRTH CONTROL

Birth Control, see Family Planning.

BIRTHS

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of the statutory fee of $3.00 each. Provision is made for correction of errors in registrations. Contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

BLIND

416-965-5184

ATT GEN, BLIND PERSONS RIGHTS ACT of 1976 provides that blind persons shall not be denied accommodation, occupancy, services or facilities, or discriminated against for the reason that the blind person keeps or is accompanied by a guide dog. An identification card is issued upon written application, as prima facie proof that the blind person and his dog are entitled to the provisions of this Act.

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is

also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to $150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single mothers, permanently unemployable fathers, foster children, etc.).

416-965-2663

EDUC, SPECIAL EDUCATION BR provides educational programs for some exceptional children outside the normal school structure in Ontario schools for the blind and deaf and in 12 developmental centres schools for the retarded and emotionally disturbed. Operates Belleville Teacher Education & Media Centre to train teachers of the deaf. School boards may use resources of these schools and special education officers in assessment, counselling, teacher training and for teaching materials. Advises special education officers and recommends program policy for exceptional students in local schools. In cases of children with learning disabilities, the branch provides counselling, resources and general guidelines to school boards for the school boards' programs within the school system. Coordinates Ministry summer courses for teachers in special education.

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT PROGRAM provides prescribed drugs free of charge to senior citizens (65 yrs. or older) who have resided in Ontario for the past 12 months. In addition, persons receiving Family Benefits Act (FBA) & General Welfare Act (GWA) assistance are eligible, as well as those receiving vocational rehabilitation assistance, Homes For Special Care and Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to the drug benefit. Federal Old Age Security (OAS) pensioners automatically get this

card, but those over 65 who are not OAS pensioners must apply. Application forms available at most pharmacies or by writing to: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly drug benefit cards. To be approved, drugs must be listed in the Drug Benefit Formulary which provides quality and cost control; prescribed by a doctor or a dentist; and obtained in Ontario.

BOARD OF EDUCATION

Board of Education, see School Boards

BOARD OF NEGOTIATION

416-965-2867

ATT GEN, BOARD of NEGOTIATION may act as a mediator to negotiate a settlement when property is expropriated and no agreement can be reached on compensation for the expropriation. Either the property owner or the expropriating authority can request the services of the Board of Negotiation.

BOATING

Boating, see also Boats

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants for sewage works for municipalities. Deals with pollution control relating to septic tanks, derelict motor vehicles, litter, sewage sludge, boating and ice huts. Contact regional office.

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, mercury levels, lamprey, frog, turtle and snake identification, fish hatcheries, fish sanctuaries, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The Branch can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides: information on boating restriction regulations and Small Craft Harbours, and liaison with the Federal government on these matters (965-7887). Contact district offices.

BOATS

Boats, see also Boating

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

BODIES

416-965-6678

SOL GEN, CHIEF CORONER'S OFFICE, 26 Grenville St., Toronto M7A 2G9 investigates sudden and violent deaths; warns the public re prevention of similar deaths; orders autopsies for medical legal reasons; conducts inquests; signs certificates for cremation and for shipment of bodies out of Ontario; completes medical certificates of death in coroners' cases. Administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Supplies Schools of Anatomy in Ontario with donated or unclaimed bodies and inspects these schools. To contact Regional Coroners, York Region, phone 416-965-6678, Toronto; Niagara Region, phone 416-684-4776, St. Catharines; Kenora Region, phone 807-223-6956, Dryden; South Georgian Bay Region, 705-645-8733, Bracebridge; Nipissing Region, 705-746-2123, Parry Sound; East Central Region, 613-966-4944, Belleville.

BOILERS

416-965-4121

CCR, BOILERS AND PRESSURE VESSELS BR strives to minimize the risk of loss of life and property arising from the operation of boilers and pressure vessels. Reviews designs and welding procedures. Inspects workshops during fabrication and installation. Also qualifies and issues licences to welders. Inspects uninsured vessels periodically, and all vessels before and after major repairs. Investigates accidents. Contact Queen's Park or regional offices.

BONDS

Bonding of itinerant sellers, see CCR Central Registration Br.

416-965-2041

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status, registration of corporation securities (mortgages, bonds, debentures). Can supply copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

416-965-1662

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by companies, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-965-6691

TE & IA, SECURITIES BR acts as transfer agent for the province in domestic and foreign capital markets and in provincial borrowing (Province of Ontario debt securities, debentures, bonds) to ensure prompt interest payment and to supply information on transfer requirements to investors. Keeps in trust security deposits made by the public when required by provincial programs.

BOOK PUBLISHING

Book Publishing, see Publishing

BOOKSTORE

Bookstore, see Ontario Government Bookstore

BORROWING

416-965-6691

TE & IA, SECURITIES BR acts as transfer agent for the province in domestic and foreign capital markets and in provincial borrowing (Province of Ontario debt securities, debentures, bonds) to ensure prompt interest payment and to supply information on transfer requirements to investors. Keeps in trust security deposits made by the public when required by provincial programs.

BOTANY

Botany, see also Nat Res Park Management Br, Nat Res Park Planning Br, Nat Res Division of Forests.

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses for children and adults on horticulture and botany, design with plant material, to credit courses at universities. The Royal Botanical Gardens also offers the public extensive information on, and identification of, ornamental plants, native plants, poisonous plants, edible and poisonous mushrooms, and ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Sigmund Samuel Gallery of Canadiana at 14 Queen's Park Crescent West and the McLaughlin Planetarium, is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts and archaeology, sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Phone for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, film library and archives, Senior Citizens Club, Explorer's Club and Saturday Morning Club for children. The Royal Ontario Museum (ROM) is located at 100 Queen's Park Cres. in Toronto.

BOUNDARY LINES

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch, provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost, obliterated or not registered. Does not provide for the creation of new divisions. Provides grants under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

BOXING

416-965-4173

CULT & REC, OFFICE OF ATHLETICS COMMISSIONER regulates professional boxing and wrestling and amateur sports in

Ontario. Licenses professional boxers and wrestlers.

BREATHALYZERS

416-965-2561

SOL GEN, CENTRE OF FORENSIC SCIENCES prepares legally admissable evidence for law enforcement officers, attorneys, coroners, etc., by means of scientific examination of physical objects and materials. Supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of breathalyzers and the training of operators (965-9507). Provides educational programs and materials for persons and agencies using forensic science services.

BRIDGES

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways; for the purchase of capital assets; and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transit services (248-3785). Develops planning policies for provincial highways system, and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airports system and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities, and is involved in public participation programs in ministry projects (248-3931).

416-248-3492

TR & COMM, STRUCTURAL OFFICE, Highway Engineering Div designs bridges and retaining walls on highways and prepares plans and contract documents for their construction. Reviews proposed designs of municipal bridges and culverts and inspects them to determine safe loads, maintenance needs and structure life. Recommends enactment of muncipal load limit bylaws. Generates and maintains structural standards, structural manuals and handbooks and design aids.

BROADCASTING

Broadcasting, see also Radio, Television

416-248-3731

TR & COMM, COMMUNICATIONS POLICY BR develops provincial government policy in communications field by: maintaining liaison with cable television, broadcast, and common carrier industries; maintaining intergovernmental liaison with other

provincial and federal agencies; undertaking research and analysis of telecommunications services; and providing a data bank of information on people served by broadcasting and cable firms, and on television viewing habits (248-3961).

BROKERS

Brokers, see also CCR, Commercial Registration Appeal Tribunal.

416-965-4241

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of businesses that are registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry, and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such businesses are registered.

416-965-6471

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramidic Sales Act (pyramidic schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconsionable consumer representations & provides redress procedures for consumers.

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit

unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

416-965-2880

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (Phone: 965-6550). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (Phone: 965-2877). Investigates complaints about brokers and salesmen of securities and about actions by companies affecting the value of securities (phone: 965-2874). Handles registration of securities dealers, salesmen, underwriters and advisers (Phone: 965-6578).

416-965-2504

CCR, REAL ESTATE AND BUSINESS BROKERS ACT ensures protection of Ontario consumers through registration of real estate and business brokers and salesmen. Before foreign land can be sold in Ontario, sellers must provide prospective buyers with accurate description of property and terms of sale. Description is checked for accuracy by inspectors. Contact Queen's Park or regional office.

BRUCELLOSIS

Brucellosis, see Ag & Food Veterinary Services Br Regulatory & Communicable Diseases Section, also Health Community Health Protection Br Veterinary.

BUDGET

416-965-5273

TE & IA, FINANCIAL INFORMATION & ACCOUNTING Policy Branch is responsible for public reporting of government financial information. Produces Public Accounts annually for Legislature and the public. Operates Consolidated Revenue Fund accounting systems and budget monitoring system serving provincial ministries and agencies. Accounting Research and Policy Development Section (965-1731) serves ministries and agencies on development of financial information system and financial information and accounting policy development. Maintains financial administration policy liaison with Management Board and banking policy liaison with the banking community.

416-965-3505

TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local

sector. Advises Cabinet on proposed changes to existing provincial-municipal grant structure, including deconditionalizing of various specific grants. Develops budget options for assistance to local government and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for unconditional grants. Administers all unconditional grants, valued at over $400 million in 1977. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

416-965-4746

TE & IA, TAXATION AND FISCAL POLICY BR coordinates preparation of provincial budget and Ontario Finances (progress report on budget performance). Researches and develops tax and fiscal policy alternatives for government.

BUILDERS

416-922-3005

CCR, HUDAC NEW HOME WARRANTY PROGRAM. Under the Ontario New Homes Warranty Act which came into effect Dec. 31, 1976, all builders of homes and condominiums must be registered with the HUDAC New Home Warranty Program, a non-profit corporation sponsored by the Housing and Urban Development Association of Canada (Ontario council). The self-financing program provides a warranty that new and previously unoccupied homes and condominiums sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from new home and condominium buyers. Both builders and buyers can appeal Corporation decisions with the Commercial Registration and Appeal Tribunal.

416-965-9819

HOUSING, LAND MARETING & SURVEYS BR, Land Marketing Program. Land developed by the Ministry (or through federal-provincial partnerships) will be sold to builders for cash. Whenever possible 'no frill' modest housing, Assisted Home Ownership Program (AHOP) qualified, will be constructed and sold by builders who will be required to arrange their own financing through private lending institutions.

BUILDING CODE

416-965-5881

CCR, BUILDING CODE BR is developing a fire code and administers a building code for Ontario to minimize building, health and fire hazards. Advises municipalities on matters pertaining to building by-laws, which are a local, not

provincial, responsibility. Maintains the Ontario Plumbing Code.

BURIAL GROUNDS

Burial Grounds, see Cemeteries

BURIALS

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs to municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities, supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care for prescribed drugs, prosthetic, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

BURSARIES

Bursaries, see also Coll Univ Student Awards Br.

416-965-2609

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of elementary & secondary school teaching certificates (965-2600); evaluation of teaching qualifications (965-6126); evaluation of academic qualifications, including those of Ontario landed immigrants (965-1357); admission of teachers to Ministry summer courses (965-4487); secondary school diplomas, scholarships (965-7291); secondary school bursaries (965-6126); transcripts of student records (965-5384); transcripts of teacher training courses (965-2600); and inspection of private schools (965-6802). The Branch evaluates foreign education documents at the elementary and secondary school levels for employment and study purposes.

BUS

416-248-7154

TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through five Regional and thirteen District Offices in Ontario, serves the public by administering programs for the examination of drivers and for the safety and mechanical

fitness inspection of vehicles. Driver licensing involves examination of applicants for operator's licences, chauffeur's licences, motorcycle licences, and for authority to drive a school bus. Issues annual, project, single trip and farm permits. Contact regional or district offices. In Metro Toronto, call Central Region, 248-7163.

416-248-7146

TR & COMM, HIGHWAY CARRIER LICENSING OFFICE issues licences to public vehicles (PV), e.g. every bus, and to public commercial vehicles (PCV), e.g. trucks and truck tractors, operating in Ontario beyond the urban municipality. Applications for cartage licences within a municipality should be made at the clerk's offices in municipalities. The branch will advise shippers of the extent of authority of any trucking company they may wish to have ship their goods. Contact regional office.

BUSINESS

Business, see also Corporations, Industry

416-965-4241

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of businesses that are registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry, and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such businesses are registered.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-5510
CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-965-7581
CCR, COMPANIES SERVICES BR PARTNERSHIPS REGISTRATION Section deals with registration of partnerships and limited partnerships, proprietorships and registration of corporations style names. Also registers dissolution or withdrawal of these and conducts public searches of documents relating to business ventures.

416-965-1662
CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by companies, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-965-6471
CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramidic Sales Act (pyramidic schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconsionable consumer representations & provides redress procedures for consumers.

416-965-2504

CCR, REAL ESTATE AND BUSINESS BROKERS ACT ensures protection of Ontario consumers through registration of real estate and business brokers and salesmen. Before foreign land can be sold in Ontario, sellers must provide prospective buyers with accurate description of property and terms of sale. Description is checked for accuracy by inspectors. Contact Queen's Park or regional office.

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, FOOD CONTROL Services are the responsibility of the Veterinary Public Health Consultants. Deals with the safety of food in production, processing, distribution and service; food-borne illnesses; interpretation of regulations; interpretation of laboratory results. Issues certificates of approval needed to operate pasteurization plants. Provides information to consumers, the food trade and individuals wishing to enter a food business. See also other sections in Health Community Health Protection Br described separately.

416-965-2826

HOUSING, COMMUNITY RENEWAL BR (B). This branch administers provincial programs designed to improve downtown or business districts. Section 361 of the Municipal Act permits concerned businessmen to establish improvement areas and raise funds to improve and beautify municipally owned lands, buildings and structures in the area. The Ontario Downtown Revitalization Program helps municipalities with a maximum population of 125,000 to receive public investment for 'seeding' projects to restore confidence in a community's core area. Subject to availability funds are provided by the province in the form of partially recoverable loans up to a maximum two-thirds of the approved cost of the project. See also Housing, Community Renewal Br (A).

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR maintains staff in Regional Offices across the province to counsel, in broad terms, small size Ontario Businesses (mainly manufacturers) to increase economic effectiveness, stimulate growth, reduce costs, increase sales, conserve energy and assist in the development of new products and processes. Contact Queen's Park, Toronto (965-0410) or Regional Offices. Regional Office serving Metro Toronto is located at 5 Fairview Mall Drive, Willowdale (491-7680). See also Ind & Tour Small Business Operations Div, Ind & Tour Consultative Services Br Counselling, and Ind & Tour Consultative Services Br Grants.

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, COUNSELLING provides counselling services to those starting a small business, to inventors and entrepreneurs who wish to commercialize their ideas, and to businesses that need technical assistance in metrication. Advises companies individually on their marketing and financial problems and business planning, and assists small companies that do not have traffic managers to determine the most economical method of packing and shipping products to consumers. Encourages production improvement and cost reduction through industrial engineering counselling assistance and audio-visual presentations, and through a joint program with Mohawk College of Applied Arts & Technology to operate a Mobile Service Unit (M.S.U.) that visits companies to analyze energy costs and point out potential savings. Contact Queen's Park or Regional Offices. (in Metro Toronto, call 491-7680).

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, GRANTS provides financial assistance to small businesses for projects which use new technology to develop new or improved products or processes through the Ontario Program for the Advancement of Industrial Technology (OPAIT). Stimulates greater awareness of industrial design and improved product design in small secondary manufacturers through the Product Design & Development Program (PDDP). Assists companies with low productivity and encourages feasibility studies for secondary manufacturers through the Program to Enhance Productivity (PEP). Aids inventors or entrepreneurs to develop a prototype and to determine feasibility of manufacturing the product through the Program to Encourage Product & Process Innovation (PEPPI). The Business Improvement Area Program (BIA) encourages business associates and municipal authorities to improve downtown core areas. Contact Queen's Park or Regional Offices (in Metro Toronto, 491-7680).

416-965-7119

IND & TOUR, ECONOMIC ANALYSIS & RESEARCH BR, Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request. Tourism and Services

Research Section (965-5725) develops and maintains an effective data base and data-related information service for the tourism sector in Ontario, and provides a research service to support and direct Ministry activities such as the Interministerial Tourism and Outdoor Recreation Planning Study (TORPS).

416-965-5715

IND & TOUR, INDUSTRY & TRADE DEV BR assists business to develop trade leads and sales outlets outside Ontario. Investigates marketing problems, screens potential licensees or joint ventures partners. Organizes trade, technology and Business Opportunity Missions and international trade fairs. Assists and counsels companies from outside Ontario seeking manufacturing, industry investment opportunities in Ontario. The branch is divided into four geographical areas: North America (965-3563); Europe (965-5715); the U.K. (965-5715) or contact Ontario House at Charles 11 St., London SW1 4QS, England); and Special Areas (965-5715) which deals with the remaining areas and also manages and coordinates the activities of the ministry's offices in Toyko and Mexico City.

416-965-4566

IND & TOUR, MANAGEMENT SERVICES BR Management Services Section provides management programs, printing and distribution services (965-5442), mail services (965-4278), purchasing services (965-4311), travel service and general office services (965-4323), and foreign language services (965-1587). Records Services Section (965-1873) provides records and forms control and central filing. Library Services Section (965-3365) has information on international trade, technology, tourism, small business, industry and related subjects. Permits access to its facilities for research purposes.

416-965-5711

IND & TOUR, SECTOR ANALYSIS BR develops policy proposals for governmental consideration relating to the problems, needs and opportunities of industry in general and of individual industry sectors. Develops industry analyses on a sector basis for the information of government officials and the business community.

416-965-3405

IND & TOUR, SMALL BUSINESS OPERATIONS Div, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour

Consultative Services Br entries listed separately in this index. The Selective Placement Section provides professional and skilled manpower counselling and, in cooperation with Canada Manpower & Immigration, direct overseas recruitment assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers grants to Business Schools at Ontario universities for employment of their students in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.

416-965-4622

IND & TOUR, THE DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by: financial assistance through incentive and term loans and bank guarantees; providing sites, facilities and services in two industrial parks: providing technical, business and financial information and advice. Tourist operations, secondary manufacturing industries, and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and techniques, financing exports, and installing pollution control equipment. Contact corporation regional office.

SOL GEN, RETAIL BUSINESS HOLIDAYS ACT came into force Jan. 1, 1976 to provide for common days of rest on which retailing is kept to a minimum and leisure time activity is encouraged. It requires Ontario retail establishments to close each Sunday, New Year's Day, Good Friday, Victoria Day, Dominion Day, Labour Day, Thanksgiving Day, Christmas Day & Boxing Day. Certain business establishments are exempt. Some remain open: if they meet requirements as to floor space & number of people serving the public, depending on type of goods & services sold, on a Sunday if they are closed Saturday. A Municipal Council may pass a by-law exempting an establishment from closing where it is essential to the tourist industry in its jurisdiction. The law is enforced by the police. If faced with a legal problem or in order to get an authoritative interpretation of the law, refer to the Act or consult a lawyer. The Act is available from: Ontario Government Bookstore, 880 Bay St., Toronto (965-2054).

416-248-3634

TR & COMM, ECONOMIC POLICY OFFICE develops economic policies

for the transportation sector. Assists small business with shipping problems. Divided into three sections: Modal Studies (248-3744); Forecasting and Market Studies (248-3756); and Transportation Pricing (248-3634).

CABINET COMMITTEE ON CONFEDERATION **416-965-4716**

CABINET COMMITTEE ON CONFEDERATION advises the government on: the relationship of Ontario to Confederation and on related federal-provincial and interprovincial relationships; how the public might acquire further understanding of the advantages of confederation; means of greater interaction between Ontarians and the people from the other provinces. The office of the Coordinator on Bilingualism (965-3865) which coordinates the implementation of the government's bilingualism policy (English and French language services to the public) reports to this Committee.

CABINET OFFICE **416-965-3581**

CABINET OFFICE performs an administrative function for Cabinet meetings and Cabinet Committees. Functioning internally, the Office does not serve the public directly. Referrals for information on the structure of the Cabinet should be sent to Cabinet Office, Room 381, Legislative Bldg., Queen's Park, Toronto.

CABLE TELEVISION

416-248-3731

TR & COMM, COMMUNICATIONS POLICY BR develops provincial government policy in communications field by: maintaining liaison with cable television, broadcast, and common carrier industries; maintaining intergovernmental liaison with other provincial and federal agencies; undertaking research and analysis of telecommunications services; and providing a data bank of information on people served by broadcasting and cable firms, and on television viewing habits (248-3961).

CAISSES POPULAIRES

Caisses Populaires, see Credit Unions

CAMPGROUNDS

Campgrounds, see also Camps

416-965-4008

IND & TOUR, TOURISM MARKETING BR promotes Ontario travel, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, attractions, facilities and tours. Provides up-to-date ski reports and campgrounds vacancy information. In Toronto call or visit

the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program (OTAP), and advertises Ontario to the consumer travel trade and conventions markets.

416-965-2745
NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general park information, contact 965-3081 and during the summer months from 8:00 a.m. to midnight, 967-0427.

613-543-2951
NAT RES, ST LAWRENCE PARKS COMMISSION in Morrisburg maintains and operates parks, campgrounds and historic sites in the St. Lawrence Seaway valley. The St Lawrence Parks Commission has other facilities such as wildfowl sanctuary, maple syrup bush, riding trails, nature trails, marina, Upper Canada Golf Course, railroad museum, Loyalist Memorials, Upper Canada Village and Old Fort Henry. Student tours to last two attractions can be pre-arranged. The Commission has facilities for winter recreation, such as cross country skiing, snowmobiling, Horse-drawn sleigh rides, skating, tobogganing, snow-shoeing.

CAMPS

Camps, see also Campgrounds

416-965-2625
CULT & REC, SPECIAL SERVICES BR advises community & regional programs, organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on: recreation education advising those who provide professional preparation at colleges and universities; leisure education, training teachers within the school system; leisure counselling, training recreationists of municipalities; recreation research, administering grants in aid of research in recreation. Professional upgrading is promoted through a new certification program. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL). Special Interests Section (965-5665) serves: those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens, women; and those offering service through a particular activity to a wider clientele,

such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, Public Health Engineering Section collects and evaluates data on the quality of the water supply in recreation areas and on the analysis of drinking water. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

CANADA STUDENT LOAN

Canada Student Loan, see Student Awards

CANADIAN LEARNING MATERIALS FUND

Canadian Learning Materials Fund, see Educ Curriculum Br

CANADIAN PLOWING COUNCIL

416-965-1091

AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR gives grants to all the agricultural societies in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives grants to horticultural societies and plowing matches. The branch is the headquarters of the Canadian Plowing Council.

CANADIANA

Canadiana, see Royal Ontario Museum.

CANCER

416-423-4240

HEALTH, ONTARIO CANCER TREATMENT AND RESEARCH FOUNDATION conducts regional treatment centres where treatment of cancer by radiotherapy and chemotherapy is given to patients referred by their doctors. It is affiliated with and supports the Ontario Cancer Institute (incorporating the Princess Margaret Hospital in Toronto). Rehabilitation services are also provided for patients needing speech therapy or prosthetic devices. Grants are awarded for cancer research, and medical graduates are encouraged to work on cancer treatment. Contact regional offices of the Ontario Cancer Treatment and Research Foundation.

CANOE ROUTES

416-965-2745

NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general park information, contact 965-3081 and during the summer months from 8:00 a.m. to midnight, 967-0427.

CAR

Car, see Vehicles

CAREER COUNSELLING

Career Counselling in Ontario Public Service, see Civ Serv Staffing Services Br A.

CATTLE

Cattle, see Livestock

CCR ADMINISTRATIVE SERVICES BR **416-965-2796**

CCR, ADMINISTRATIVE SERVICES BR supplies the ministry with administrative services. For a description of functions see first entry under administrative services.

CCR BOILERS AND PRESSURE VESSELS BR **416-965-4121**

CCR, BOILERS AND PRESSURE VESSELS BR strives to minimize the risk of loss of life and property arising from the operation of boilers and pressure vessels. Reviews designs and welding procedures. Inspects workshops during fabrication and installation. Also qualifies and issues licences to welders. Inspects uninsured vessels periodically, and all vessels before and after major repairs. Investigates accidents. Contact Queen's Park or regional offices.

CCR BUILDING CODE BR **416-965-5881**

CCR, BUILDING CODE BR is developing a fire code and administers a building code for Ontario to minimize building, health and fire hazards. Advises municipalities on matters pertaining to building by-laws, which are a local, not provincial, responsibility. Maintains the Ontario Plumbing Code.

CCR CEMETERIES BR **416-965-6611**

CCR, CEMETERIES BR approves plans of cemetery area, rules and regulations, deed forms and tariff of rates for cemeteries, burial grounds, church yards, mausolea, crematoria, columbaria and urn gardens. The branch also answers inquiries and investigates complaints about cemeteries. Contact Queen's Park or regional offices. For inquiries

about funeral directors and embalmers, call the Board of Administration under the Embalmers and Funeral Directors Act. First Floor, 25 Grosvenor St., Toronto, 921-5164.

CCR CENTRAL REGISTRATION BR **416-965-4241**
CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of businesses that are registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry, and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such businesses are registered.

CCR COMMERCIAL REGISTRATION APPEAL **416-965-4728**
CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

CCR COMMERCIAL REGISTRATION BR **416-965-8102**
CCR, COMMERCIAL REGISTRATION BR protects the public interest by administering the annual licensing or registration of businesses under these acts: Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Agents, Bailiffs, Collection Agencies, Mortgage Brokers, and Consumer Reporting. Contact CCR Central Registration Br (965-4241) which performs actual registration functions.

CCR COMMUNICATIONS SERVICES BR **416-965-4239**
CCR, COMMUNICATIONS SERVICES BR provides information service for the Ministry of Consumer and Commercial Relations. For a description of activities, see first entry under information service. For specific consumer complaints contact appropriate branches described separately in this index.

CCR COMPANIES SERVICES BR 416-965-5510
CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

CCR COMPANIES SERVICES BR CORPORATION 416-965-5424
CCR, COMPANIES SERVICES BR CORPORATION INFORMATION section deals with corporations in their filing of notices of change, by-laws, special resolutions, cancellation of charters (letters patent, certificates of incorporation) and extra-provincial licences. Also deals with arrears statements re notices of change, default notices and revival of corporations.

CCR COMPANIES SERVICES BR CORPORATION NAMES 416-965-2031
CCR, COMPANIES SERVICES BR CORPORATION NAMES Section deals with the approval and reservation of corporate names for new incorporations and proposed changes of names by existing corporations.

CCR COMPANIES SERVICES BR PARTNERSHIPS 416-965-7581
CCR, COMPANIES SERVICES BR PARTNERSHIPS REGISTRATION Section deals with registration of partnerships and limited partnerships, proprietorships and registration of corporations style names. Also registers dissolution or withdrawal of these and conducts public searches of documents relating to business ventures.

CCR COMPANIES SERVICES BR RECORDS 416-965-2041
CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status, registration of corporation securities (mortgages, bonds, debentures). Can supply copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

CCR COMPANY LAW BR 416-965-1662
CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by companies, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out

deficiencies in the applications submitted to the Companies Services Branch.

CCR CONSUMER SERVICES BUREAU **416-965-6471**

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramidic Sales Act (pyramidic schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconsionable consumer representations & provides redress procedures for consumers.

CCR COOPERATIVE SERVICES BR **416-965-6834**

CCR, COOPERATIVE SERVICES BR administers the legislation affecting cooperatives. Also gives advice and information to members of co-ops or persons interested in incorporating them.

CCR CREDIT UNIONS BR **416-965-2515**

CCR, CREDIT UNIONS BR sets minimum standards for and supervises credit unions and caisses populaires. These standards govern the incorporation, management audit and dissolution of credit unions.

CCR ELEVATING DEVICES BR **416-965-4111**

CCR, ELEVATING DEVICES BR inspects and licenses elevating devices including elevators, escalators, dumbwaiters, moving walks, platform lifts and ski lifts. Reviews and approves designs of new installations and major alterations. Investigates accidents and complaints of unsafe conditions or improper use of elevating devices. Registers contractors involved in maintenance and monitors their performance.

CCR ENERGY SAFETY BR **416-965-7627**

CCR, ENERGY SAFETY BR strives to prevent loss of life, bodily injury and property damage by controlling hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline.

CCR FINANCE & PROGRAM EVALUATION BR **416-965-6483**
CCR, FINANCE & PROGRAM EVALUATION BR provides all operating programs of the ministry with financial management services.

CCR FINANCIAL INSTITUTIONS DIV **416-965-4247**
CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

CCR HUDAC NEW HOME WARRANTY PROGRAM **416-922-3005**
CCR, HUDAC NEW HOME WARRANTY PROGRAM. Under the Ontario New Homes Warranty Act which came into effect Dec. 31, 1976, all builders of homes and condominiums must be registered with the HUDAC New Home Warranty Program, a non-profit corporation sponsored by the Housing and Urban Development Association of Canada (Ontario council). The self-financing program provides a warranty that new and previously unoccupied homes and condominiums sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from new home and condominium buyers. Both builders and buyers can appeal Corporation decisions with the Commercial Registration and Appeal Tribunal.

CCR INTERNAL AUDIT **416-965-5543**
CCR, INTERNAL AUDIT is responsible for the ministry's audit function. For a description of the function see first entry under audit.

CCR INVESTIGATION AND ENFORCEMENT BR **416-965-8100**
CCR, INVESTIGATION AND ENFORCEMENT BR performs a support role to the administrators of the various business practice acts administered by the ministry. Complaints from the public are normally answered by the Registrars of the Acts.

CCR LAND BOUNDARIES PROGRAM **416-965-7548**
CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch, provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation

of the true location of boundary lines which have been lost, obliterated or not registered. Does not provide for the creation of new divisions. Provides grants under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

CCR LEGAL SERVICES **416-965-4337**
CCR, LEGAL SERVICES Section provides legal services for the Ministry of Consumer and Commercial Relations. For a description of activities see first entry under legal services.

CCR LIQUOR CONTROL BOARD OF ONTARIO **416-965-4911**
CCR, LIQUOR CONTROL BOARD OF ONTARIO (LCBO) oversees the distribution and sale of liquor (spirits, alcohol, ale, beer and wines) for home consumption and to licensed establishments in government stores throughout Ontario. The Liquor Control Board imports special orders of products not normally carried. Special rare wine and spirits cellars are operated in Toronto and eventually in Ottawa, to stock only high quality products in limited supply. Consultants are available in many metropolitan areas to advise on choosing wine. Duty-free stores at the Toronto International Airport sell liquor to foreign-bound passengers. Age of Majority cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from LCBO stores and brewers retail outlets.

CCR LIQUOR LICENCE APPEAL TRIBUNAL **416-965-7798**
CCR, LIQUOR LICENCE APPEAL TRIBUNAL hears appeals from persons aggrieved by a decision of the Liquor Licence Board.

CCR LIQUOR LICENCE BOARD OF ONTARIO **416-965-4654**
CCR, LIQUOR LICENCE BOARD OF ONTARIO (LLBO) issues, renews, transfers, suspends and revokes liquor licences for on-premise sale and consumption of alcohol, including special occasion permits. The Liquor Licence Board also regulates advertising for licensed establishments. For general information, phone 965-1387; transfers, 965-4691; special occasion permits, 965-4675; advertising, 965-3450.

CCR LOTTERIES BR **416-965-5181**
CCR, LOTTERIES BR issues licences, supervises and controls all lottery operators in Ontario. These include bingos, raffles and games of chance operated within the Criminal Code of Canada. Copies of the regulations are available from the branch on request.

CCR MANAGEMENT SECRETARIAT **416-965-5151**
CCR, MANAGEMENT SECRETARIAT. Commercial Studies Section

conducts ministry research projects. Has general information on franchises. Systems Section (965-0232) provides the ministry with advice and assistance on management consulting, systems development and data processing.

CCR MOTOR VEHICLE ACCIDENT CLAIMS FUND **416-965-6701**
CCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC) compensates victims of accidents caused by drivers of uninsured, stolen and hit and run vehicles by administering the Motor Vehicle Accident Claims Act.

CCR MOTOR VEHICLE DEALERS BR **416-965-3025**
CCR, MOTOR VEHICLE DEALERS BR registers dealers and salesmen of new and used motor vehicles. Investigates complaints received in writing concerning transactions relating to the purchase and sale of motor vehicles. Contact Queen's Park or Regional Office.

CCR OFFICE OF THE REGISTRAR GENERAL **416-965-1687**
CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of the statutory fee of $3.00 each. Provision is made for correction of errors in registrations. Contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

CCR ONTARIO RACING COMMISSION **416-965-0520**
CCR, ONTARIO RACING COMMISSION (ORC) promotes the proper management of horse racing and the orderly behaviour and integrity of participants. Issues licences to participants and encourages the improvement of the quality of horses that race. Contact judges and stewards at race tracks or the head office of the Ontario Racing Commission.

CCR ONTARIO SECURITIES COMMISSION **416-965-2880**
CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (Phone: 965-6550). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from

escrow (Phone: 965-2877). Investigates complaints about brokers and salesmen of securities and about actions by companies affecting the value of securities (phone: 965-2874). Handles registration of securities dealers, salesmen, underwriters and advisers (Phone: 965-6578).

CCR OPERATING ENGINEERS BR **416-965-4188**
CCR, OPERATING ENGINEERS BR promotes the safe operation of power plants by examining, certifying and issuing licences to operators of steam, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

CCR PAPERBACK AND PERIODICAL DISTRIBUTORS **416-965-5599**
CCR, PAPERBACK AND PERIODICAL DISTRIBUTORS Section licenses dealers of paperbacks and periodicals. Continually checks on the extent of non-resident ownership and control of these operations. Contact Queen's Park or regional offices.

CCR PENSION COMMISSION OF ONTARIO **416-965-2961**
CCR, PENSION COMMISSION OF ONTARIO administers the Pension Benefits Act, which includes the registration of all private pension plans covering employees in Ontario. Also seeks to improve the quality and the administration of pensions.

CCR PERSONAL PROPERTY REGISTRATION **416-965-7655**
CCR, PERSONAL PROPERTY REGISTRATION Branch provides the Personal Property Security Registration System (PPSR) in which the lender of money can record security interests in personal property when the property is sold 'on time' or pledged as security for a loan. System also provides an inquiry capability so that a third person can protect himself from security interests when buying personal property or accepting it as a collateral for a loan. Inquiry can be made through owner's name or motor vehicle serial number. Inquiries can be made by telephone for Deposit Account Holders or in person and by mail upon payment of a fee. For information contact local PPSR branch. In Toronto call 965-7359. System serves the financial community, automobile dealers and the public. The document creating the security interest is a security agreement (includes chattel mortgage, conditional sale contract, assignment of book debts). The document that is registered is a financing statement.

CCR PERSONNEL SERVICES BR **416-965-6481**
CCR, PERSONNEL SERVICES BR performs the personnel functions for the Ministry of Consumer and Commercial Relations. For a description of branch activities, see first entry under personnel.

CCR PROPERTY LAW PROGRAM **416-965-3248**
CCR, PROPERTY LAW PROGRAM, Legal & Survey Standards Branch, performs statutory functions of Director of Titles: responsible for legal quality of land registration records, drafts amendments to the regulations under the Land Titles Act, the Registry Act, the Condominium Act, the Boundaries Act and the Certification of Titles Act. Processes applications of title and for conversion of title from the land registry to the land titles system.

CCR REAL ESTATE AND BUSINESS BROKERS **416-965-2504**
CCR, REAL ESTATE AND BUSINESS BROKERS ACT ensures protection of Ontario consumers through registration of real estate and business brokers and salesmen. Before foreign land can be sold in Ontario, sellers must provide prospective buyers with accurate description of property and terms of sale. Description is checked for accuracy by inspectors. Contact Queen's Park or regional office.

CCR REGIONAL PROPERTY REGISTRATION **416-965-6644**
CCR, REGIONAL PROPERTY REGISTRATION Branches I and II (965-6644 and 965-9008, respectively) operate land registry offices throughout Ontario where documents for real property (land) and personal property titles are registered and recorded. Registration records may be examined for a fee. In Toronto land registry offices are located at New City Hall with these telephone numbers: Toronto and York Land Titles, 965-5248; Toronto Registry, 965-7553; Toronto Boroughs and York South Registry, 965-7588. Discharging a mortgage is normally done through a lawyer who prepares the document. The discharge is then registered with the local land registry office. There is a land registry office in each county or district.

CCR REGISTRAR OF BAILIFFS **416-965-2513**
CCR, REGISTRAR OF BAILIFFS, Collection Agencies and Mortgage Brokers is responsible for investigating complaints about and registering private bailiffs, collection agencies, consumer reporting agencies (credit and personal information investigation) and mortgage brokers. Also issues certificates of acceptance for pyramidic schemes under the Pyramidic Sales Act. Recommends appointments under the Bailiffs Act.

CCR RENT REVIEW **416-923-1199**
CCR, RENT REVIEW. Ontario's Residential Premises Rent Review Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile home sites and some rent-geared-to-income units. The Act came into effect December 18, 1975. The Act

is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review landlord and tenant filed application forms regarding rent increases. If decision of Rent Review Officer is unsatisfactory, an appeal may be made to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

CCR THEATRES BR **416-421-2462**

CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm, 16mm projectors and films. Also examines and licenses projectionists. Approves motion picture advertising and classification.

CCR TRAVEL INDUSTRY ACT **416-965-1318**

CCR, TRAVEL INDUSTRY ACT, to protect the financial interests of Ontario travellers, and to ensure ethical conduct and good travel service, requires the registration of travel agents and travel wholesalers. Complaints are investigated. Contact Queen's Park or regional offices.

CCR UPHOLSTERED AND STUFFED ARTICLES BR **416-965-2127**

CCR, UPHOLSTERED AND STUFFED ARTICLES BR registers renovators and manufacturers of upholstered and stuffed articles; inspects premises of registrants as well as retailers of these articles. Investigates consumer complaints about stuffed furniture, mattresses, pillows, toys, etc. and tests filling material submitted to the branch. Contact Queen's Park or regional offices.

CEMETERIES

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Power of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-6611
CCR, CEMETERIES BR approves plans of cemetery area, rules and regulations, deed forms and tariff of rates for cemeteries, burial grounds, church yards, mausolea, crematoria, columbaria and urn gardens. The branch also answers inquiries and investigates complaints about cemeteries. Contact Queen's Park or regional offices. For inquiries about funeral directors and embalmers, call the Board of Administration under the Embalmers and Funeral Directors Act. First Floor, 25 Grosvenor St., Toronto, 921-5164.

416-965-4247
CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

CENSORSHIP

416-421-2462
CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm, 16mm projectors and films. Also examines and licenses projectionists. Approves motion picture advertising and classification.

CHAPLAINCY

416-965-3733
CIV SERV, ADMIN SERVICES BR, CHAPLAINCY Services Section coordinates policies and procedures relating to the provision of chaplaincy services in ministries with institutions. Provides liaison between affected ministries and the Interfaith Committee of the Council of Churches.

416-965-6491
CORR SERV, PROGRAM CONSULTATION & DEVELOPMENT DIV provides consultative services to the adult and juvenile programs of

the Ministry. Consultants in psychiatry, dentistry, psychology, social work and chaplaincy are responsible for planning and supervision of services in these fields. Library Services Br (965-7773) provides library services to inmates and wards under the Ministry's jurisdiction. Branches in this division are described separately in this index. See Corr Serv: Education Br, Food Services Br, Industrial Programs Br, Nursing Br, Recreation Br, Staff Training & Development Br and Volunteer Programs Br.

CHARITABLE ORGANIZATIONS

Charitable Organizations, see also Non-Profit Corporations

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Power of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

CHARTERS

416-965-5510

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-965-5424

CCR, COMPANIES SERVICES BR CORPORATION INFORMATION section deals with corporations in their filing of notices of change, by-laws, special resolutions, cancellation of charters (letters patent, certificates of incorporation) and extra-provincial licences. Also deals with arrears statements re notices of change, default notices and revival of corporations.

416-965-5403

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge

Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives refunds of corporation and land taxes. For information on Land Transfer Tax and Land Speculation Tax, call 965-1774.

CHARTS

Charts, see Maps

CHATTEL MORTGAGE

Chattel Mortgage, see CCR Personal Property Registration

CHEESE

Cheese, see Dairy.

CHEST CLINICS

416-965-2528

HEALTH, CLINIC SERVICES BR Chest Disease Service (965-2301) provides diagnostic services and ambulatory treatment for tuberculosis and other respiratory diseases through district chest clinics. Conducts chest examination of miners. Also processes applications of prospective immigrants with chest problems.

CHILD ABUSE

416-965-0176

COMM SOC, CHILD WELFARE BR finances. inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoption services (965-2802). Prepares syndicated newspaper column, Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on child abuse and adoptions, and counselling to unwed mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

CHILDREN

Children, see also Juveniles, Youth, Adolescents

416-965-1865

ATT GEN, OFFICIAL GUARDIAN represents the civil rights of persons under a legal disability usually under 18 years of age, or mentally incompetent, as well as unborn and absentee persons. The Official Guardian also makes recommendations to the Court regarding the care, custody and maintenance of children in divorce cases. The Official Guardian's

jurisdiction is province-wide.

416-924-0631
ATT GEN, PROVINCIAL COURTS FAMILY DIV are Courts of Law dealing with Domestic Law (financial support orders for deserted or destitute wives & children, paternity suits & support of illegitimate children; Child Welfare Law (child welfare & protection for neglected children); & Juvenile Law (juveniles, between 7 and 16 yrs); and a few criminal offences in a family context. The Chief Judge's office is at tel. 457-5170. There is a court in each county. In the Judicial District of York, main branch is located at 311 Jarvis St., tel. 924-0631. Clients requiring professional assistance or guidance in domestic, child welfare or juvenile areas may drop in for counselling by social workers. Child welfare cases are commenced by the local Children's Aid Societies. The police usually lay juvenile delinquency charges but any person aggrieved criminally (e.g. property damage, trespass, assault) by a juvenile may prefer a private complaint and discuss the matter with a social worker.

416-965-5545
ATT GEN, SUPREME COURT of ONTARIO, the highest civil court in the province, consists of three divisions: the High Court of Justice, the trial division; the Divisional Court of the High Court, with jurisdiction to hear certain appeals; and the Ontario Court of Appeal, which hears only appeals and is the highest court in the province. With certain exceptions, any party before the High Court may demand a trial by judge and jury. The new Family Law Division of the High Court (965-7418) handles trials of divorce actions and motions relating to disputes between husband and wife or parents and children, e.g. infant custody, maintenance and/or support. There is a local office of the Supreme Court in every county or district. The Divisional Court and Court of Appeal sit in Toronto.

416-965-7314
ATT GEN, SURROGATE COURT issues letters probate of persons who die testate (with a Will), and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of children. Also processes applications for the custody of children. The Surrogate Court also handles contestated claims against estates, Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost Wills. Contact local Surrogate Court Registrar.

416-965-0176
COMM SOC, CHILD WELFARE BR finances. inspects and supervises

Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoption services (965-2802). Prepares syndicated newspaper column, Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on child abuse and adoptions, and counselling to unwed mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS provides individual groups and social agencies with grants and assistance in planning, construction, purchase of facilities and long term development of residential treatment services such as substitute homes, maternity homes for unwed mothers and a few homes for the retarded and physically handicapped. Homes treat emotionally disturbed children and youth, drug abusers and delinquents to help them become self-reliant. Also licenses these institutions. Contact district office.

416-965-7683

COMM SOC, CHILDREN'S SERVICES DIV, operational in July, 1977 integrates programs to meet needs of Ontario children & youth. Programs from other ministries will be moved to this division. From Health: Children's Mental Health Services Br, Children's Mental Health Centres Act facilities/programs, Regional Children's Centres, children's units in psychiatric hospitals, family court clinics; from Correctional Services: Juvenile Div (training schools, group homes, foster homes, special rates homes, probation & after care); from Attorney General: Observation & Detention Centres, contract homes, psychiatric clinic in Toronto. In this ministry: Child Welfare Br, facilities/programs under these Acts: Child Welfare, Children's Institutions, Children's Boarding Homes, Charitable Institutions (children); child abuse, mental retardation services for children, Day Nurseries Br, programs/facilities under Day Nurseries Act.

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices re: funding, licensing and supervision of day nurseries; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.); and provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding child care and pre-school education. Consults with provincial associations and groups regarding development of programs, staffing and

legislation. For financial questions contact 965-2521. Contact district office.

416-965-6231

COMM SOC, MENTAL RETARDATION FACIITY SERVICES Division operates facilities and funds facilities operated by a Board of Directors for mentally retarded and multiply handicapped children and adults. Licenses approved homes which operate under the supervision of the above government facilities. Contact district office.

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to $150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-1487

CORR SERV, JUVENILE DIVISION provides three types of services to children between the ages of 7 and 17 years: probation and after-care, training schools and group homes. As an alternative to training schools, group homes provide juveniles with an opportunity for growth in the community. Group homes are on contract with the ministry. Community resources and training schools are used for reassessments. Regional coordinators work with homes, providing general support and liaison with other ministry branches and agencies. Province-wide probation and after-care regional offices work with juveniles and their families. See also Corr Serv Delinquency Prevention & Native Programs, another activity of this division.

416-965-2696

CULT & REC, PROVINCIAL LIBRARY SERVICES is responsible for assistance to public libraries throughout Ontario. Provides library grants, library by-laws and statistics, and other

information assistance. Maintains close liaison with associations related to library functions and develops library services on a province-wide basis. Publishes the Ontario Library Review and In Review: Canadian Books For Children.

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses for children and adults on horticulture and botany, design with plant material, to credit courses at universities. The Royal Botanical Gardens also offers the public extensive information on, and identification of, ornamental plants, native plants, poisonous plants, edible and poisonous mushrooms, and ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional programs, organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on: recreation education advising those who provide professional preparation at colleges and universities; leisure education, training teachers within the school system; leisure counselling, training recreationists of municipalities; recreation research, administering grants in aid of research in recreation. Professional upgrading is promoted through a new certification program. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL). Special Interests Section (965-5665) serves: those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens, women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-2663

EDUC, SPECIAL EDUCATION BR provides educational programs for some exceptional children outside the normal school structure in Ontario schools for the blind and deaf and in 12 developmental centres schools for the retarded and emotionally disturbed. Operates Belleville Teacher Education & Media Centre to train teachers of the deaf. School boards may use resources of these schools and special education officers in assessment, counselling, teacher training and for

teaching materials. Advises special education officers and recommends program policy for exceptional students in local schools. In cases of children with learning disabilities, the branch provides counselling, resources and general guidelines to school boards for the school boards' programs within the school system. Coordinates Ministry summer courses for teachers in special education.

416-965-5161
GOVT SERV, EMPLOYEE ADVISORY SERVICE provides counselling and referral services in cases where alcohol and drug addiction related problems are affecting the work performance of an Ontario Public Service employee. Assists employees in pension planning, insurance benefits planning, and retirement planning. Provides day care counselling to employees with children aged 4 weeks through 10 years. To contact day care counselling service write or call: Employee Advisory Service, 13th floor, 25 Grosvenor Street, Toronto, tel. 965-9953.

416-965-8067
HEALTH, CHILDREN'S MENTAL HEALTH SERVICES BR, administering the Children's Mental Health Centres Act, authorizes the establishment, licensing, funding and setting of standards of facilities for centres that treat children and adolescents who are emotionally disturbed or suffer from mental disorder. Included in these residential or non-residential centres all over Ontario is the Four-Phase Service System, a network of independent programs serving severely disturbed teenagers from the Metro Toronto area. The branch also funds several out-patient clinics in general hospitals, and two Regional Centres at Ottawa and Sudbury which do not fall under the Act.

416-965-8176
HEALTH, HEALTH PROMOTION BR MATERNAL & CHILD HEALTH Consultants promote community health programs related to prenatal and postnatal care and education, infant and preschool health, health of children at school, family life education and family planning. Contact Health Communications Br (965-5167) for information. See also other sections in Health Health Promotion Br described separately.

CHILDREN'S AID SOCIETIES

416-924-0631
ATT GEN, PROVINCIAL COURTS FAMILY DIV are Courts of Law dealing with Domestic Law (financial support orders for deserted or destitute wives & children, paternity suits & support of illegitimate children; Child Welfare Law (child welfare & protection for neglected children); & Juvenile Law (juveniles, between 7 and 16 yrs); and a few criminal

offences in a family context. The Chief Judge's office is at tel. 457-5170. There is a court in each county. In the Judicial District of York, main branch is located at 311 Jarvis St., tel. 924-0631. Clients requiring professional assistance or guidance in domestic, child welfare or juvenile areas may drop in for counselling by social workers. Child welfare cases are commenced by the local Children's Aid Societies. The police usually lay juvenile delinquency charges but any person aggrieved criminally (e.g. property damage, trespass, assault) by a juvenile may prefer a private complaint and discuss the matter with a social worker.

416-965-0176

COMM SOC, CHILD WELFARE BR finances. inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoption services (965-2802). Prepares syndicated newspaper column, Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on child abuse and adoptions, and counselling to unwed mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

416-965-6211

COMM SOC, TRAINING & STAFF DEVELOPMENT BR ensures competence of ministry staff through three sub-units. Area Staff Development Offices throughout Ontario maintain liaison with ministry district offices and mental retardation facilities to identify and respond to staff training needs. Officers also serve related social agencies such as Children's Aid Societies and municipal social services. The Human Resource Unit assesses ministry manpower needs and recommends social welfare training requirements to the Industrial Training Br, Ministry of Colleges and Universities. Program Design Implementation Unit designs and delivers training programs.

CHIROPODISTS

416-965-2181

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, chiropodists, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been

submitted to the OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

CHIROPRACTORS

416-965-2181

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, chiropodists, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to the OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

CHRISTMAS TREES

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls fruit and vegetable dealers. Issues licences to nurseries, and controls disease found in them. Licenses controlled atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) producing, packaging, wholesaling and retailing. Contact county or district office.

416-965-2785

NAT RES, DIVISION OF FORESTS is responsible for the production and harvesting of timber and the provision of woodland for recreational purposes. Forest Management Br. grows seedlings for provincial nurseries and the public for reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for

land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests. Forest Research Br in Maple (416 832-2261) provides scientific and technical knowledge through research in forest management. Timber Sales Br. (965-2731) is responsible for management and licensing of timber sales. Contact regional or district offices.

CHURCH YARDS

Church Yards, see Cemeteries

CHURCHES

416-965-5510

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

CIGARETTES

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, aviation fuel, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors.

CIGARS

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, aviation fuel, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors.

CITIES

Cities, see Municipalities

CITIZENS' INQUIRY BRANCH

416-965-3535

CULT & REC, CITIZENS' INQUIRY BRANCH is an information service which provides information about, or referral to all Ontario Government ministries. It is a resource for other government ministries, Members of Provincial Parliament (MPPs) and community or private organizations, and provides its service to those referred from these sources. The Citizens' Inquiry Branch refers the inquirer to the appropriate source of information or coordinates information and services for those unable to do so themselves.

CIV SERV ADMIN SERVICES BR 416-965-1463

CIV SERV, ADMIN SERVICES BR provides and coordinates support services to the Civil Service Commission and also provides specified coordinated services on behalf of the Commission to the ministries. Program Analysis Section (965-5404) provides budgetary services through advice, audit, analysis and control. Systems Coordination Section (965-1404) provides technical advice on systems applications and procedures for obtaining, maintaining and using records. Manual of Administration Section (965-4768) edits, publishes and distributes manuals on policies of the Commission. Affirmative Action Coordinator (965-4840) serves its women employees. Other sections in this branch are described under Civ Serv, Admin Services Br, Section Name.

CIV SERV ADMIN SERVICES BR CHAPLAINCY 416-965-3733

CIV SERV, ADMIN SERVICES BR, CHAPLAINCY Services Section coordinates policies and procedures relating to the provision of chaplaincy services in ministries with institutions. Provides liaison between affected ministries and the Interfaith Committee of the Council of Churches.

CIV SERV ADMIN SERVICES BR COMMUNICATIONS 416-965-5621

CIV SERV, ADMIN SERVICES BR, COMMUNICATIONS and Publicity Section produces TOPICAL, a semi-monthly paper which is distributed to Ontario civil servants including pensioners. On alternate weeks a second paper, the JOBMART, is published containing information on job openings within the Ontario Public Service. Also handles job advertising in the press for all Ontario government ministries. Produces the annual report of the Commission and Public Service Act and regulations.

CIV SERV ADMIN SERVICES BR COMMUNITY 416-965-6489

CIV SERV, ADMIN SERVICES BR, COMMUNITY Liaison Section assists local community funds such as the United Way, the Canadian Cancer Society, etc. by organizing the voluntary contributions of Ontario government employees. Establishes

blood donor clinics in the Toronto area.

CIV SERV ADMIN SERVICES BR PERSONNEL **416-965-2065**
CIV SERV, ADMIN SERVICES BR, PERSONNEL Services Unit provides the Commission and Management Board with administrative services, advice and decisions on personnel administration. Personnel Data Section (965-1401) maintains Ontario Public Service position, organization and employee data and supplies data to authorized Commission staff.

CIV SERV ADMIN SERVICES BR STAFF **416-965-5761**
CIV SERV, ADMIN SERVICES BR, STAFF Services Section administers the Quarter Century Club for government employees with 25 or more years of service, including superannuates. The Club organizes yearly banquets across Ontario and hosts Canada-wide seminars in Toronto.

CIV SERV BENEFITS POLICY BR **416-965-9419**
CIV SERV, BENEFITS POLICY BR develops, recommends, implements and maintains policies with respect to all public sector pension plans and benefit programs within the Ontario Public Service (OPS). Coordinates activities of committees monitoring pension escalation fund and insurance programs. Assists Staff Relations Div in negotiating employee benefits in the Ontario Public Service. Produces, updates and distributes information on benefits and pensions to all civil servants. For questions regarding administration of benefit plans call respective ministry personnel branch, or Employee Benefits Branch, Ministry of Government Services, 965-6861.

CIV SERV CLASSIFICATION BR **416-965-1022**
CIV SERV, CLASSIFICATION BR administers, on a service-wide basis, the classification of all non-executive positions in the classified service.

CIV SERV COMPENSATION DIV **416-965-3728**
CIV SERV, COMPENSATION DIV has total responsibility for benefits policy, including other public service pensions, salary administration practices and classification systems for the public service. Branches under this division (Benefits Policy, Classification, Pay Policy & Administration) are described individually in this index. See Civ Serv, branch name.

CIV SERV PAY POLICY & ADMIN BR **416-965-6086**
CIV SERV, PAY POLICY & ADMIN BR recommends to the Commission policies relating to pay in the Ontario Public Service (OPS). Develops for approval by Management Board, the government's objectives in negotiations with Ontario Public Service Employees Union (OPSEU) covering pay. Recommends pay

revisions for management classes and develops the technology used in the maintenance of pay determination processes, monitoring and cost forecasting systems.

CIV SERV PERSONNEL AUDIT BR **416-965-2091**
CIV SERV, PERSONNEL AUDIT BR provides a continuing internal audit of the application of formal personnel administration requirements in the Ontario Public Service as a service to senior management in the Commission, and in ministries. Its findings and recommendations serve as a basis for administrative action as required.

CIV SERV PUBLIC SERVICE APPEAL BOARDS **416-965-1455**
CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6246), established in 1975, hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union, the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6246) hears appeals re union representatives, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate interests, disputes, e.g. salary rates, benefits, etc.

CIV SERV SENIOR APPOINTMENTS AND COMPENSATION **416-965-5435**
CIV SERV, SENIOR APPOINTMENTS AND COMPENSATION OFFICE provides staff support services for the Senior Appointments Advisory Committee and Senior Manpower Planning Subcommittees, and implements all aspects of recruitment, appointments, compensation and career development for the Ontario Public Service senior executives and program directors.

CIV SERV STAFF RELATIONS DIV **416-965-2002**
CIV SERV, STAFF RELATIONS DIV collects, analyzes and exchanges data on compensation practices in the public and private sectors. Determines and coordinates policy on staff relations for all ministries. Represents the Crown as the employer in all collective bargaining in the Ontario Public Service.

CIV SERV STAFF TRAINING & DEVELOPMENT BR **416-965-1438**
CIV SERV, STAFF TRAINING & DEVELOPMENT BR. Staff Training & Development Services Section (965-1438) identifies training and development needs of Ontario Government employees. Develops appropriate learning experience to meet these needs and evaluates effectiveness of this training. Courses and seminars are usually held at the Staff Development Centre, Kempenfeldt Bay, Barrie (705-728-2321). French Language Services Section (965-4162) offers French language training courses to provincial and municipal employees. Assists ministries in recruitment of bilingual staff. Administers Ontario-Quebec Summer Student Job Exchange program and civil servants exchanges. Library (965-7096) offers specialized services in the management science field.

CIV SERV STAFFING CONTROL BR **416-965-1483**
CIV SERV, STAFFING CONTROL BR develops and administers policies, standards and procedures to control the staffing activities of the Ontario Public Service. Reviews and recommends for approval all requests from ministries for unclassified appointments and external recruitment. Develops policies on surplus employees and manpower control. Reviews delegated recruiting agreements and provides ministries with staffing, training and recruitment services for non-delegated classes, e.g. personnel administrators.

CIV SERV STAFFING SERVICES BR A **416-965-7095**
CIV SERV, STAFFING SERVICES BR (A). Human Resources Planning Section (965-7095) advises the ministries, Civil Service Commission and Management Board on career development and counselling, goal setting and performance appraisal, and training and development policy. Career Counselling Service Section (965-9604) serves the Ontario Public Service (OPS) and complements ministries' career counselling programs. See also Civ Serv Staffing Services Br (B) for other sections in Branch.

CIV SERV STAFFING SERVICES BR B **416-965-4758**
CIV SERV, STAFFING SERVICES BR (B). Graduate Recruitment & Special Staffing Section (965-4758) assists personnel branches in recruitment of graduates for permanent positions in the Ontario Public Service (OPS); maintains an inventory of college and university graduate applications. Provides information to placement directors and secondary school guidance counsellors in Ontario. Also provides information on policies and employment practices in the OPS for permanent part-time employment and employment of disadvantaged persons. Employment Services Section (965-6081) provides information on employment opportunities and careers in the OPS to civil servants and the public. Provides a centralized inventory of

qualified applicants to assist ministries with their staffing needs. Go Temporary Program (965-7688) recruits and maintains resources staff to fill temporary positions in the OPS. See also Civ Serv Staffing Services Br (A) for other sections in Branch.

CIVIL SERVICE COMMISSION

Civil Service Commission, see CIV SERV Branch Name

CJRT-FM

416-595-5281

CULT & REC, CJRT-FM provides educational opportunities for the citizens of the province of Ontario by offering university level credit courses as well as programming designed to provide a better understanding and appreciation of such fields of interest as the arts, music and literature. All program content including the open sector programming is presented in a non-commercial format.

CLOSING OF RETAIL STORES

Closing of Retail Stores, see Sol Gen Retail Business Holidays Act.

CLOTHING

Clothing, stuffed clothing, see CCR Upholstered And Stuffed Articles Br.

CO-OPS

Co-Ops, see Cooperatives

COACHES

416-965-6546

CULT & REC, SPORTS SERVICES BR encourages participation in physical activities for enjoyment. Promotes competition in multi-sports games (e.g. regional & provincial Ontario Summer & Winter Games). Provides administrative, consultative and limited financial assistance (grants) to provincial sport governing bodies. The Ontario Sports Administration Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is also funded by this Ministry. Sports Awards Program honours accomplishments made by Ontario athletes and citizens in amateur sport. Coaching Development Program (Tel. 965-6311) improves the calibre of leadership available to amateur sport. Ontario Sports Travelcade (Tel. 965-6311) takes sports and fitness resources around Ontario to help raise the level of expertise among athletes, coaches, etc. The branch encourages physical fitness in individuals by working with community groups, municipalities and industries in the development of fitness programs (965-6311). See also

Cult & Rec Office of Athletics Commissioner.

COLL UNIV ACCOUNTS AND ADMIN SERVICES BR 416-965-5921
COLL UNIV, ACCOUNTS AND ADMIN SERVICES BR performs the accounting (phone: 965-9051) and administrative services (phone: 965-6426) functions for the ministry. Accounting includes processing and distribution of student awards and operating funds for post-secondary institutions, as calculated by the Student Awards and Institutional Accounting branches, respectively. For a description of accounting and administrative service functions, see first entries under accounting and administrative services.

COLL UNIV COLLEGE AFFAIRS BR 416-965-6161
COLL UNIV, COLLEGE AFFAIRS BR is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Manpower for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools, and for Regional Nursing Assistant (RNA) schools. For information about private vocational schools, contact 965-9127. For information about RNA schools and the RNA program, contact 965-4051.

COLL UNIV COUNCIL OF REGENTS FOR CAATS 416-965-4234
COLL UNIV, COUNCIL OF REGENTS FOR CAATS evaluates the effectiveness of Colleges of Applied Arts and Technology (CAATs); approves requests for new programs; approves master plans and their modifications; reviews college multi-year plans; establishes salaries, wages, and terms and conditions of employment for college staffs; provides policy guidelines; and appoints Boards of Governors. The Council has a full-time Executive Secretary, and additional secretariat services are provided by Coll Univ College Affairs and Program Resources branches.

COLL UNIV INDUSTRIAL TRAINING BR 416-965-4211
COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial (Manpower) training programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact regional Industrial Training Office. The Branch administers the Ontario Career Action Program

(OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Manpower Centre. OCAP Administration Office in Queen's Park is at 965-0668.

COLL UNIV INDUSTRIAL TRAINING COUNCIL **416-965-0693**
COLL UNIV, INDUSTRIAL TRAINING COUNCIL is a group of citizens appointed to advise the Minister of Colleges & Universities on provision and delivery of training programs for job related skills. Acts as contact with public to consider and make recommendations on all post-secondary skill training programs and proposals outside colleges and universities.

COLL UNIV INFORMATION RESOURCES BR **416-965-6134**
COLL UNIV, INFORMATION RESOURCES BR, in addition to the information service function of explaining and publishing material on ministry programs, answers questions from students, guidance counsellors and parents about the Ontario Student Assistance Program (OSAP), admission requirements to post-secondary programs, colleges and universities, including apprenticeship programs. Maintains statistics (Tel. 965-5477) on full and part-time post-secondary instruction in colleges and universities, manpower retraining, apprenticeship training, private vocational schools. Provides statistical data service for the Legislature to supplement policy, planning and administrative activities of the ministry, and provides the ministry with research consulting and advisory services. It is responsible for the library (965-1451) that serves the ministry, other government agencies and others through interlibrary loans.

COLL UNIV INSTITUTIONAL ACCOUNTING **416-965-2150**
COLL UNIV, INSTITUTIONAL ACCOUNTING and Architectural Services Br administers all transfer payment programs to universities and Colleges of Applied Arts and Technology (CAAT) and related institutions for operating and capital purposes. Prepares claims on federal-provincial cost sharing programs. Maintains an overview of the physical facilities of universities and colleges, and provides architectural advice to the ministry. To refer specific inquiries, phone 965-5237 for transfer payments (operating); 965-5238 for capital funds; 965-5239 for shared cost programs; 965-6563 for architectural services.

COLL UNIV INTERNAL AUDIT SERVICES BR **416-965-3236**
COLL UNIV, INTERNAL AUDIT SERVICES BR is responsible for the ministry's audit function. For a description of the function see the first entry under audit.

COLL UNIV LEGAL OFFICER **416-965-1928**
COLL UNIV, LEGAL OFFICER performs legal services for the ministry. For a description of functions, see first entry under legal services.

COLL UNIV ONTARIO COUNCIL ON UNIVERSITY AFFAIRS **416-965-5233**
COLL UNIV, ONTARIO COUNCIL ON UNIVERSITY AFFAIRS (OCUA) is advisory body to the Minister of Colleges and Universities and to the Lieutenant Governor in Council on matters concerning the 15 provincially-assisted universities, Ryerson Polytechnical Institute, the Ontario Institute for Studies in Education, the Ontario College of Art, and the Bar Admission Course (Law Society Of Upper Canada). For general information re universities, contact Coll Univ Information Resources Branch, Toronto, 965-6134.

COLL UNIV PERSONNEL BR **416-965-4503**
COLL UNIV, PERSONNEL BR performs the personnel functions for the Ministry of Colleges & Universities. For description of branch activities, see first entry under personnel.

COLL UNIV POLICY AND PLANNING COORDINATION **416-965-3871**
COLL UNIV, POLICY AND PLANNING COORDINATION provides the ministry with policy interpretation for student financial assistance programs: the Ontario Student Assistance Program - Canada Student Loan (OSAP-CSL), Ontario Student Loan (OSL), and Ontario Special Bursary (OSB).

COLL UNIV PROGRAM RESOURCES BR **416-965-5375**
COLL UNIV, PROGRAM RESOURCES BR develops training standards and outlines, coordinates curriculum, and generally supports the training programs undertaken by the ministry's training delivery branches: College Affairs (Institutional Training), and Industrial Training.

COLL UNIV STUDENT AWARDS BR **416-965-5241**
COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance to Ontario students studying at colleges and universities. Administers three programs based on financial need: the Ontario Student Assistance Program - Canada Student Loan (OSAP - CSL); Ontario Student Loan (OSL); and Ontario Special Bursary (OSB). The assistance may come as loans or grants. The branch also awards fellowships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships, and has programs for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, Summer Language Bursary and Interprovincial Second Language Monitor Program. Students should apply through the

Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

COLL UNIV UNIVERSITY AFFAIRS DIV **416-965-3870**

COLL UNIV, UNIVERSITY AFFAIRS DIV is responsible for administering the provincial grants to Ontario universities. In this regard the division develops and analyzes policy proposals with reference to university operations and their funding, implements policy decisions and maintains ministry-advisory council relations and university-government relations in general. Answers inquiries about admissions policy and manpower planning.

COLLECTION AGENCIES

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-6471

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramidic Sales Act (pyramidic schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies

several business practices considered to be deceptive, unfair or unconsionable consumer representations & provides redress procedures for consumers.

416-965-2513

CCR, REGISTRAR OF BAILIFFS, Collection Agencies and Mortgage Brokers is responsible for investigating complaints about and registering private bailiffs, collection agencies, consumer reporting agencies (credit and personal information investigation) and mortgage brokers. Also issues certificates of acceptance for pyramidic schemes under the Pyramidic Sales Act. Recommends appointments under the Bailiffs Act.

COLLECTION SERVICE

416-965-1051

GOVT SERV, SPECIAL SERVICES BR provides Ontario government ministries with these services: complete mass mailing, including addressing, labelling, folding and inserting, in addition to regular mail delivery (Tel. 965-6902); a collection service for money due to the government (Tel. 965-5195. Operates the Records Centre which provides secure storage for inactive government records and security copies of computer tapes and microfilm (279-5493); a complete vehicle repair and trucking service, available to ministries on a charge-back basis.

COLLECTIVE AGREEMENTS

416-965-5669

LABOUR, ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION approves persons as chairmen of Arbitration Boards and as single arbitrators, dealing with rights disputes between employers and employees with collective agreements only, and with interest disputes in hospitals under the Hospital Labour Disputes Arbitration Act. Performs administrative functions for arbitration boards, e.g.: sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. The Ontario Labour-Management Arbitration Commission publishes a monthly bulletin summarizing all awards received by the Commission.

COLLECTIVE BARGAINING

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6246),

established in 1975, hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union, the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6246) hears appeals re union representatives, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate interests, disputes, e.g. salary rates, benefits, etc.

416-965-2002

CIV SERV, STAFF RELATIONS DIV collects, analyzes and exchanges data on compensation practices in the public and private sectors. Determines and coordinates policy on staff relations for all ministries. Represents the Crown as the employer in all collective bargaining in the Ontario Public Service.

416-965-6101

LABOUR, LABOUR RESEARCH BR provides information on wages, labour relations, safety, collective bargaining, work conditions, unemployment. Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (Phone: 965-6886). Maintains a library containing labour related material (Phone: 965-1641).

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

COLLEGES

AG & FOOD, COLLEGES OF AGRICULTURE. Colleges of Agricultural Technology offer courses in farm management, agricultural

production, agricultural laboratory technology, home economics or food service supervision, food and fashion, animal health, agricultural business management, among others. They also conduct agricultural research for the ministry. Contact colleges for further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

416-965-6161

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supplement policy, planning and administrative activities of the ministry, and provides the ministry with research consulting and advisory services. It is responsible for the library (965-1451) that serves the ministry, other government agencies and others through interlibrary loans.

416-965-2150

COLL UNIV, INSTITUTIONAL ACCOUNTING and Architectural Services Br administers all transfer payment programs to universities and Colleges of Applied Arts and Technology (CAAT) and related institutions for operating and capital purposes. Prepares claims on federal-provincial cost sharing programs. Maintains an overview of the physical facilities of universities and colleges, and provides architectural advice to the ministry. To refer specific inquiries, phone 965-5237 for transfer payments (operating); 965-5238 for capital funds; 965-5239 for shared cost programs; 965-6563 for architectural services.

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industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

COLLEGES & UNIVERSITIES

Colleges & Universities, Ministry of, see COLL UNIV Branch Name.

COLLISIONS

416-965-5444

SOL GEN, OPP, TRAFFIC INVESTIGATION BR enforces vehicle traffic laws. Investigates complaints about all aspects of traffic and analyzes collisions of vehicles to determine how to make highways safer.

416-965-7143

TR & COMM, DRIVER LICENSING OFFICE issues an appropriate drivers licence to all eligible applicants in Ontario, including learners permits, renewals, replacements and corrections of licences. Collects and refunds appropriate fees to drivers. Maintains statistics on collisions. For driver examination contact regional or district offices.

COLUMBARIUM

Columbarium, see Cemeteries

COMM SOC ACCOUNTS BR **416-965-2371**

COMM SOC, ACCOUNTS BR is responsible for the ministry's accounting functions. For a description of branch activities see first entry under accounting.

COMM SOC AREA AND DISTRICT OFFICES

COMM SOC, AREA AND DISTRICT OFFICES throughout Ontario deliver the Ministry's programs to the community. Executive Directors in two area offices provide broad coordination and deliver those programs that cannot be made available at every District Office. Nineteen District Offices are responsible for the delivery of such programs as Family Benefits, Vocational Rehabilitation, Day Nurseries, etc. District offices are involved with local social planning, and work closely with social agencies in the community and with other ministries and other levels of government. Contact area or district offices.

COMM SOC AUDIT SERVICES BR **416-965-5214**

COMM SOC, AUDIT SERVICES BR is responsible for the ministry's audit function. For a description of the function, see first entry under audit.

COMM SOC CAPITAL & ADMINISTRATIVE SERVICES BR **416-965-5006**
COMM SOC, CAPITAL & ADMINISTRATIVE SERVICES BR provides technical expertise and consultative services to municipalities and non-profit organizations that want to establish facilities for rehabilitation, residential and social services under various Acts administered by the ministry. Maintains statistics on existing facilities. Carries out inspection program for fire and other safety measures in all ministry institutions and those operated under the above Acts. Contact district offices. Also supplies the ministry with administrative services. For a description of functions see first entry under administrative services.

COMM SOC CHILD WELFARE BR **416-965-0176**
COMM SOC, CHILD WELFARE BR finances. inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoption services (965-2802). Prepares syndicated newspaper column, Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on child abuse and adoptions, and counselling to unwed mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

COMM SOC CHILD WELFARE BR INSTITUTIONS **416-965-1818**
COMM SOC, CHILD WELFARE BR INSTITUTIONS provides individual groups and social agencies with grants and assistance in planning, construction, purchase of facilities and long term development of residential treatment services such as substitute homes, maternity homes for unwed mothers and a few homes for the retarded and physically handicapped. Homes treat emotionally disturbed children and youth, drug abusers and delinquents to help them become self-reliant. Also licenses these institutions. Contact district office.

COMM SOC CHILDREN'S SERVICES DIVISION **416-965-7683**
COMM SOC, CHILDREN'S SERVICES DIV, operational in July, 1977 integrates programs to meet needs of Ontario children & youth. Programs from other ministries will be moved to this division. From Health: Children's Mental Health Services Br, Children's Mental Health Centres Act facilities/programs, Regional Children's Centres, children's units in psychiatric hospitals, family court clinics; from Correctional Services: Juvenile Div (training schools, group homes, foster homes, special rates homes, probation & after care); from Attorney General: Observation & Detention Centres, contract homes, psychiatric clinic in Toronto. In this ministry: Child

Welfare Br, facilities/programs under these Acts: Child Welfare, Children's Institutions, Children's Boarding Homes, Charitable Institutions (children); child abuse, mental retardation services for children, Day Nurseries Br, programs/facilities under Day Nurseries Act.

COMM SOC COMMUNICATIONS BR **416-965-7825**
COMM SOC, COMMUNICATIONS BR is the information service for the Ministry of Community and Social Services. For a description of activities, see first entry under information service. Also provides assistance (e.g. consultation, publications, films, slide, displays, etc.) to municipalities and social agencies to explain social service programs.

COMM SOC DAY NURSERIES BR **416-965-5095**
COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices re: funding, licensing and supervision of day nurseries; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.); and provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding child care and pre-school education. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For financial questions contact 965-2521. Contact district office.

COMM SOC LEGAL SERVICES BR **416-965-5147**
COMM SOC, LEGAL SERVICES BR provides legal services for the Ministry of Community and Social Services. For a description of branch activities, see first entry under legal services.

COMM SOC MANAGEMENT AND FINANCIAL SERV BR **416-965-2291**
COMM SOC, MANAGEMENT AND FINANCIAL SERV BR provides service to improve productivity and business management practices in the ministry and its agencies in the social services network, and to ensure that financial bases of ministry proposals and undertakings are sound.

COMM SOC MEDICAL ADVISORY BOARD **416-965-5395**
COMM SOC, MEDICAL ADVISORY BOARD acts in an advisory capacity to the Director, Provincial Benefits Br regarding queries on applicants applying for and decisions on disability allowances.

COMM SOC MENTAL RETARDATION COMMUNITY RESOURCES **416-965-8455**
COMM SOC, MENTAL RETARDATION COMMUNITY RESOURCES BR provides funding and program support for community-based programs in accommodation support and demonstration projects for the mentally retarded. These services are administered by local

organizations, particularly local associations for the mentally retarded. Contact local Mental Retardation Coordinator in district office.

COMM SOC MENTAL RETARDATION COMMUNITY SERVICES 416-965-5130
COMM SOC, MENTAL RETARDATION COMMUNITY SERVICES DEVELOPMENT Br is responsible for two programs. Adult Protective Services, with workers (District Working Groups), coordinates and monitors on an individual basis, social support services to enable mentally retarded adults to become self-sufficient in the community setting. Mental Retardation Coordination provides a coordinator in each district to serve as a link between the district's working group and the government. Contact district office.

COMM SOC MENTAL RETARDATION FACILITY 416-965-6231
COMM SOC, MENTAL RETARDATION FACIITY SERVICES Division operates facilities and funds facilities operated by a Board of Directors for mentally retarded and multiply handicapped children and adults. Licenses approved homes which operate under the supervision of the above government facilities. Contact district office.

COMM SOC MENTAL RETARDATION RESIDENTIAL 416-965-6237
COMM SOC, MENTAL RETARDATION RESIDENTIAL & CONSULTING SERVICES BR provides a full range of programs and services for the mentally retarded in community or Board (of Directors) operated facilities under the Developmental Centres Act, 1974. Provides diagnostic and assessment services for the mentally retarded in community or board operated Diagnostic and Assessment Centres. Provides administrative, professional and service-oriented consulting services to mental retardation facilities operated by the Ministry.

COMM SOC MUNICIPAL WELFARE CONSULTING BR 416-965-5142
COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs to municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities, supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care for prescribed drugs, prosthetic, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses

Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

COMM SOC PERSONNEL BR **416-965-4701**
COMM SOC, PERSONNEL BR performs the personnel functions for the Ministry of Community and Social Services. For a description of branch activities, see first entry under personnel. Training and educational assistance is the responsibility of Comm Soc Training and Staff Development Branch, 965-6211.

COMM SOC POLICY ANALYSIS **416-965-1673**
COMM SOC, POLICY ANALYSIS & FINANCIAL PLANNING BR provides the ministry with strategic planning coordination, program analysis, and integration of multi-year plans and annual estimates preparation. Develops and evolves options for the Provincial Income Security Policy and supports Ontario participation in federal-provincial reviews. Conducts research studies and provides support, research grants and consultation for research activities related to ministry programs.

COMM SOC PROVINCIAL BENEFITS BR **416-965-2648**
COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to $150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

COMM SOC REHABILITATION BR **416-965-2376**
COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services. Capital and operating grants are available to

approved sheltered workshops. Operating and debt retirement assistance available for half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

COMM SOC SENIOR CITIZENS BR **416-965-7695**
COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private groups, develops policy on and subsidizes local residential care, extended health care, Homes for the Aged and social services for senior citizens. Assists in community outreach programs e.g. meals-on-wheels, day care, vacation care. Other programs include: operating grants for Elderly Persons Centres and senior volunteers. Helps people in retirement planning. Conducts Long-Term Study on Aging (LSA) (phone 965-5103). Provides grants for aging research and facilities, including the J. W. Crane Memorial Library of Geriatrics and Gerontology, phone 367-8867. Contact district office.

COMM SOC SOCIAL ASSISTANCE REVIEW BOARD **416-965-2363**
COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single mothers, permanently unemployable fathers, foster children, etc.).

COMM SOC SOLDIERS AID COMMISSION **416-965-4891**
COMM SOC, SOLDIERS AID COMMISSION provides emergency welfare assistance to eligible war veterans and/or their dependents who are in need. Administers trust funds accruing from bequests. Contact Commission or closest branch of the Department of Veterans Affairs (DVA) or Royal Canadian Legion.

COMM SOC TRAINING & STAFF DEVELOPMENT BR **416-965-6211**
COMM SOC, TRAINING & STAFF DEVELOPMENT BR ensures competence of ministry staff through three sub-units. Area Staff Development Offices throughout Ontario maintain liaison with ministry district offices and mental retardation facilities to identify and respond to staff training needs. Officers also serve related social agencies such as Children's Aid Societies and municipal social services. The Human Resource Unit assesses ministry manpower needs and recommends social welfare training requirements to the Industrial Training Br, Ministry of Colleges and Universities. Program Design

Implementation Unit designs and delivers training programs.

COMMERCIAL VEHICLES

Commercial Vehicles, see Tr & Comm Highway Carrier Licensing Office

COMMISSION ON ELECTION CONTRIBUTIONS & EXPENSES 416-965-0455

COMMISSION ON ELECTION CONTRIBUTIONS & EXPENSES administers the Election Finances Reform Act which provides for registration of political parties and constituency associations active in Ontario, and candidates in a provincial election. Limits political contributions to, and period of advertising and advertising expenses of, registered parties, constituency associations and candidates during a provincial election campaign. Provides subsidies to candidates with respect to election campaign expenses incurred. Requires filing of audited campaign period statements of receipts & expenses by political parties, constituency associations and candidates, and audited annual financial statements of assets and liabilities by political parties and constituency associations.

COMMISSIONER OF OATHS

Commissioner of Oaths, see Att Gen Director of Courts Admin

COMMITTEE ROOMS

416-965-6741

GOVT SERV, PROPERTY MANAGEMENT BR provides maintenance services to Government-owned and leased premises, including repairs, housekeeping, horticultural services, moving and bulk parking allocation, elevator maintenance and safety. It is also responsible for the reservation and use of committee rooms in the Macdonald Block (Phone: 965-1109).

COMMUNICATIONS

Communications, see also Information Service

416-965-0175

GOVT SERV, TELECOMMUNICATIONS SERVICES BR provides local and network telecommunication services for Ontario government ministries and agencies. These are principally telephone, data communications and radio, but also include intercom, teletype, facsimile, satellite and related telecommunications services. For local telephone services, contact 965-6788; network services, contact 965-6265.

416-248-3736

TR & COMM, COMMUNICATIONS OPERATIONS BR carries out representations and interventions before the Canadian Radio-Television and Telecommunications Commission on common

carrier, cable and broadcast applications; involves provincial comment on Bell Canada, Canadian National or Canadian Pacific rate applications. The Branch does not regulate Bell Canada or CN-CP, but investigates customer complaints regarding their service. Represents Ontario on the federal Cost Telecommunications Inquiry. Telecommunications Systems Engineering (248-3567) assists independent telephone industry in modernization plans, consults and advises the Ontario Telephone Service Commission on technical matters, and generally provides related assistance to the division.

416-248-3731

TR & COMM, COMMUNICATIONS POLICY BR develops provincial government policy in communications field by: maintaining liaison with cable television, broadcast, and common carrier industries; maintaining intergovernmental liaison with other provincial and federal agencies; undertaking research and analysis of telecommunications services; and providing a data bank of information on people served by broadcasting and cable firms, and on television viewing habits (248-3961).

COMMUNITY & SOCIAL SERVICES

Community & Social Services, Ministry of, see COMM SOC Branch Name.

COMMUNITY CENTRES

Community Centres, see Recreation Centres

COMMUNITY COLLEGES

Community Colleges, see Colleges

COMMUNITY DEVELOPMENT

Community Development, see Cult & Rec Multicultural Development Br, also Cult & Rec Admin Services Br Resource Centre

COMMUNITY INFORMATION CENTRES

416-965-3314

CULT & REC, COMMUNITY INFORMATION SERVICES Program provides eligible individual community information centres with funding through grants and advises them on matters such as information management, policy, staffing and volunteer training. Publications are available. Contact field offices.

COMMUNITY PLANNING

Community Planning, see also Housing Local Planning Policy Br, also Housing Project Planning & Evaluation

416-965-3352
HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which will provide financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants.

416-965-3031
HOUSING, NORTH PICKERING DEVELOPMENT CORPORATION is the Crown agency responsible for community planning and development of the new community at North Pickering. Contact: Communications Section 965-9168.

COMMUNITY RESOURCE CENTRE

416-965-4355
CORR SERV, COMMUNITY RESOURCE CENTRES house men and women serving sentences in Ontario correctional institutions. The centres are operated by community organizations under contract to the Ministry. An inmate wishing to pursue an employment or education program outside the institution applies for a transfer to the Community Resource Centre where he/she also receives counselling and skills training. Inmates are subject to rules ensuring behaviour in the best interest of the community. Failure to abide by the rules or to make good use of the program results in an inmate's return to the correctional institution.

COMMUNITY SPONSORED HOUSING PROGRAM

Community Sponsored Housing Program, see Housing Community Housing Division A.

COMPANIES

Companies, see Corporations, also Business, Industry

COMPENSATION

416-965-2867
ATT GEN, BOARD of NEGOTIATION may act as a mediator to negotiate a settlement when property is expropriated and no agreement can be reached on compensation for the expropriation. Either the property owner or the expropriating authority can request the services of the Board

of Negotiation.

416-965-2867
ATT GEN, BOARD of VALUATION. Where a power exercised under the Power Corporation Act does not constitute an expropriation or injurious affection, compensation shall be paid to the owner for all damage, and when no agreement is arrived at as to amount of compensation to be paid to the owner, the Board of Valuation shall determine compensation for such property damage. If either the owner or the Corporation is dissatisfied with the amount of compensation fixed, they may appeal to the Ontario Municipal Board.

416-965-4755
ATT GEN, CRIMINAL INJURIES COMPENSATION BOARD provides compensation to victims who have received physical injury as the result of an unprovoked crime of violence, or to the dependants of an innocent victim of a fatal occurrence. The Criminal Injuries Compensation Board also awards compensation to police and others taking part in law enforcement.

416-965-1012
ATT GEN, LAND COMPENSATION BOARD, one of the provincial special purpose quasi-judicial bodies, determines compensation for land expropriated by a Statutory Authority under Ontario legislation, for damages for injurious affection to land caused by a Statutory Authority, for personal and business damages, and for disturbance damages. The Land Compensation Board provides information through its Registrar on arbitration proceedings for compensation and related matters.

416-965-2002
CIV SERV, STAFF RELATIONS DIV collects, analyzes and exchanges data on compensation practices in the public and private sectors. Determines and coordinates policy on staff relations for all ministries. Represents the Crown as the employer in all collective bargaining in the Ontario Public Service.

416-965-5077
HEALTH, HUMAN RESOURCES BR performs the personnel functions for the Ministry of Health. For a description of branch activities, see first entry under personnel. The Branch is also a resource to the general health sector in labour relations, compensation and management development.

416-965-8500
WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related

accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. A claimant who does not agree with a WCB decision may appeal his or her case. In addition, the Board underwrites the educational programs of nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre (H&RC) is in Downsview (Northwest Toronto). The Board maintains two information offices in Toronto and area offices in eight other Ontario cities. The WCB reports through the Minister of Labour to the Legislature. Contact Head Office or area offices.

COMPOSERS

Composers, see Ontario Arts Council

COMPRESSOR

416-965-4188

CCR, OPERATING ENGINEERS BR promotes the safe operation of power plants by examining, certifying and issuing licences to operators of steam, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

COMPUTING CENTRES

416-965-3417

GOVT SERV, COMPUTER SERVICES DIV provides comprehensive data processing services including computing, time sharing and system support to authorized users on a cost recovery basis. Three Computing Centres in Toronto serve specific ministries: Queen's Park Computing Centre (965-0684), Leaside Data Centre (965-0941), and Downsview Computing Centre (248-3941). The Computer Systems Planning Br. (965-9240) is the planning, central technical resource and coordinating arm of the division.

CONCILIATION

416-965-7941

LABOUR, CONCILIATION & MEDIATION SERVICES BR provides conciliation officers who help labour and employers to arrive at a settlement of disputes. Mediation officers are provided after the conciliation process if necessary. Parties in a labour dispute must use the government's conciliation services before resorting to strikes or lockouts.

CONDITIONAL SALE CONTRACT

Conditional Sale Contract, see CCR Personal Property Registration Br.

CONDOMINIUMS

416-922-3005

CCR, HUDAC NEW HOME WARRANTY PROGRAM. Under the Ontario New Homes Warranty Act which came into effect Dec. 31, 1976, all builders of homes and condominiums must be registered with the HUDAC New Home Warranty Program, a non-profit corporation sponsored by the Housing and Urban Development Association of Canada (Ontario council). The self-financing program provides a warranty that new and previously unoccupied homes and condominiums sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from new home and condominium buyers. Both builders and buyers can appeal Corporation decisions with the Commercial Registration and Appeal Tribunal.

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch, provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost, obliterated or not registered. Does not provide for the creation of new divisions. Provides grants under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

416-965-5506

HOUSING, SUBDIVISIONS BR implements Ministry program designed to provide adequate housing within a sound planning framework. The province is responsible for approving plans of subdivisions and condominiums across Ontario (except where approval power has been delegated to a regional municipality). The branch ensures that these decisions conform to local, provincial and federal policies.

CONFEDERATION

416-965-4716

CABINET COMMITTEE ON CONFEDERATION advises the government on: the relationship of Ontario to Confederation and on related federal-provincial and interprovincial relationships; how the public might acquire further understanding of the advantages of confederation; means of greater interaction between Ontarians and the people from the other provinces. The office of the Coordinator on Bilingualism (965-3865) which coordinates the implementation of the government's bilingualism policy (English and French language services to the public) reports to this Committee.

416-965-3340

TE & IA, FEDERAL-PROVINCIAL & Interprovincial Affairs Secretariat provides policy advice on Ontario's participation in federal-provincial and interprovincial relations. Assesses current issues in Confederation including such matters as the distribution of powers, and the effects of many programs on Ontario's relations within federation. Makes recommendations to ministries on specific federal-provincial or interprovincial issues. Through the Ontario Quebec Permanent Commission promotes exchanges with Quebec by governments, individuals, groups, schools and organizations in such areas as education, culture and public administration.

CONSERVATION AUTHORITIES

416-965-4021

CULT & REC, HERITAGE ADMIN BR, MUSEUMS Assistance Program gives advisory and financial help to museums owned and maintained by municipalities, Indian Band Councils and conservation authorities. See also Cult & Rec: Heritage Admin Br Architectural and Heritage Admin Br Historical for other activities of the branch.

416-965-6287

NAT RES, CONSERVATION AUTHORITIES BR assists local conservation authorities with design, planning and operational assistance as well as grants for capital projects. Does studies and reports on watersheds.

CONSERVATION REVIEW BOARD

416-965-2336

CULT & REC, CONSERVATION REVIEW BOARD holds hearings arising out of owners' objection to municipal designation of property as historically or architecturally significant. The Conservation Review Board reports its opinion to the municipal council. Hearings are also held where Minister proposes to refuse issuance of archaeological licence, or designates property as an archaeological or historic site.

CONSOLIDATED REVENUE FUND

416-965-2905

GOVT SERV, GOVERNMENT PAYMENTS BR is responsible for the production of cheques for the Ontario government from the Consolidated Revenue Fund or for any major cheque issuing programs developed by an Ontario Government ministry. Reconciles the Consolidated Revenue and major cheque issuing bank accounts. All cheque writing and issuing is done only upon authorized request of each ministry. For specific inquiries, contact ministry concerned.

416-965-1381

OFFICE OF PROVINCIAL AUDITOR carries out the statutory requirements imposed under the Audit Act & other statutes of the province. The Provincial Auditor manages the audit of the Consolidated Revenue Fund as well as the audit of ministerial and quasi-judicial agencies.

416-965-1791

REVENUE, PROV OF ONTARIO SAVINGS OFFICE provides general savings bank services to the public in branches throughout the province. The Province of Ontario Savings Office deposits funds in excess of day-to-day requirements with the Consolidated Revenue Fund.

416-965-5273

TE & IA, FINANCIAL INFORMATION & ACCOUNTING Policy Branch is responsible for public reporting of government financial information. Produces Public Accounts annually for Legislature and the public. Operates Consolidated Revenue Fund accounting systems and budget monitoring system serving provincial ministries and agencies. Accounting Research and Policy Development Section (965-1731) serves ministries and agencies on development of financial information system and financial information and accounting policy development. Maintains financial administration policy liaison with Management Board and banking policy liaison with the banking community.

CONSTITUTIONAL

416-965-2831

ATT GEN, CROWN LAW OFFICE, CIVIL Law provides litigious service in all levels of courts, boards and tribunals. Provides professional advice and legal opinions to all Ontario government ministries and agencies. Answers inquiries from the public on statutes administered by the Ministry of the Attorney General. Conducts prosecutions including prosecutions under provincial legislation. Deals with constitutional questions. Acts as Queen's Proctor in divorce matters.

CONSTRUCTION

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, and equal pay for equal work, termination of employment. Provides means for employees and employers to get together to request a schedule of wage overtime, vacation pay rates, etc. for their particular industry or trade. Also regulates employment agencies

(965-0631), and provides for setting of wage rates and other working conditions for construction workers on government contracts. The Employment Adjustment Service is administered through this branch (965-3303). It provides consultation and liaison for labour and employers to help them cope with the effects on employment of technological and economic change. Contact regional office.

416-965-4125
LABOUR, OCCUPATIONAL SAFETY BR is concerned with protecting the health and safety of employees in industry (including the timber industry) and in construction including work on buildings, streets, sewers, watermains, underground work and work under compressed air (965-7161). The branch sets and ensures standards, reviews drawings and provides educational and consultative services. Publications are available. Contact Queen's Park or district offices.

416-965-0204
LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

416-965-8710
LABOUR, STAFF BR acts in an advisory capacity on occupational safety (construction and industrial), mining safety and occupational health; formulates legislation and procedures, maintains files, collects and manually tabulates statistics, and does research on occupational hazards as a service to the Minister of Labour and inspectional branches.

CONSULTATIVE SERVICES

416-965-0617
CULT & REC, FIELD SERVICES BR. Through six regional and various sub offices in Ontario the Field Services Branch brings into focus the Ministry's program at the local level. By providing consultative services to community groups, this

Branch aids in the provision of recreational and cultural activities at the local level. The consulting service is provided to a whole range of local and regional clients including municipal recreation departments, municipal recreation committees, YMCA's, historical societies, multicultural groups, regional arts councils, etc.

416-965-6621

CULT & REC, MULTICULTURAL DEVELOPMENT BR aims to improve the quality of the social environment in Ontario by facilitating community participation in: multicultural development processes through the encouragement of an appreciation and understanding of specific cultures in our multicultural society; the encouragement of information sharing through intercultural workshops; the promotion within institutions of an awareness and sensitivity to cultural differences; and community development processes through the facilitation of citizen involvement in local decision-making processes. Professional staff provide consultative services, publish handbooks and directories. Multicultural development and community participation grants are available. Contact field offices or main office. The branch assists in the Multicultural History Project (965-0212) sponsored by the Ministry and funded by Wintario. The Project will collect and preserve material about Ontario ethnocultural groups and will make it accessible through the Archives of Ontario.

CONSUMER

416-965-4241

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of businesses that are registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry, and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such businesses are registered.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidic schemes promoters, itinerant sellers,

manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-6471

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramidic Sales Act (pyramidic schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconsionable consumer representations & provides redress procedures for consumers.

416-965-2513

CCR, REGISTRAR OF BAILIFFS, Collection Agencies and Mortgage Brokers is responsible for investigating complaints about and registering private bailiffs, collection agencies, consumer reporting agencies (credit and personal information investigation) and mortgage brokers. Also issues certificates of acceptance for pyramidic schemes under the Pyramidic Sales Act. Recommends appointments under the Bailiffs Act.

416-965-2127

CCR, UPHOLSTERED AND STUFFED ARTICLES BR registers renovators and manufacturers of upholstered and stuffed articles; inspects premises of registrants as well as retailers of these articles. Investigates consumer complaints about stuffed furniture, mattresses, pillows, toys, etc. and tests filling material submitted to the branch. Contact Queen's Park or regional offices.

CONSUMER & COMMERCIAL RELATIONS

Consumer & Commercial Relations, Ministry of, see CCR Branch Name

CONSUMER PRICES

416-965-6566

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturers, energy, forest industries, call 965-7078; credit unions, registration of mortgages, health expenditure, mines, call 965-3792; gross provincial product & economic accounts for Ontario, call 965-4801; demographic and social statistics estimates and projections, call 965-2217.

CONTAMINANTS

Contaminants, see Pollution

CONVENTIONS

416-965-7711

IND & TOUR, ONTARIO PLACE CORPORATION operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto, including exhibition pavilions, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, including film showings for conventions and other groups of residents or tourists. Open daily May 21 to Sept. 5 (weekends only Sept. 10 to Oct. 10). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

416-965-4008

IND & TOUR, TOURISM MARKETING BR promotes Ontario travel, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, attractions, facilities and tours. Provides up-to-date ski reports and campgrounds vacancy information. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program (OTAP), and advertises Ontario to

the consumer travel trade and conventions markets.

CONVICT

Convict, see Inmates

COOPERATIVES

416-965-1064

AG & FOOD, ECONOMICS BR undertakes research into economic aspects of agriculture, including production, marketing, land use planning, rural sociology, statistics, loans to cooperatives.

416-965-5510

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-965-6834

CCR, COOPERATIVE SERVICES BR administers the legislation affecting cooperatives. Also gives advice and information to members of co-ops or persons interested in incorporating them.

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices re: funding, licensing and supervision of day nurseries; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.); and provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding child care and pre-school education. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For financial questions contact 965-2521. Contact district office.

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (A). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). The Senior Citizen & Family Accommodation Program provides federal-provincial operating subsidies to municipalities wishing to construct new housing for low income groups. Rural & Native Housing Program provides

mortgage geared-to-income housing mostly to native peoples in rural and remote areas. Community Sponsored Housing Program encourages community groups and municipalities to form non-profit housing corporations (cooperatives) to build and operate low-cost rental housing for low and moderate income persons. Provincial funds complement federal assistance. A sliding-scale rent-reduction grant is available to organizations whose units are rented to those who qualify for rent supplement. See also Housing, Community Housing Division (B) for information on other programs.

CORONERS

416-965-7338

ATT GEN, CROWN ATTORNEYS OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. The Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-2561

SOL GEN, CENTRE OF FORENSIC SCIENCES prepares legally admissable evidence for law enforcement officers, attorneys, coroners, etc., by means of scientific examination of physical objects and materials. Supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of breathalyzers and the training of operators (965-9507). Provides educational programs and materials for persons and agencies using forensic science services.

416-965-6678

SOL GEN, CHIEF CORONER'S OFFICE, 26 Grenville St., Toronto M7A 2G9 investigates sudden and violent deaths; warns the public re prevention of similar deaths; orders autopsies for medical legal reasons; conducts inquests; signs certificates for cremation and for shipment of bodies out of Ontario; completes medical certificates of death in coroners' cases. Administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Supplies Schools of

Anatomy in Ontario with donated or unclaimed bodies and inspects these schools. To contact Regional Coroners, York Region, phone 416-965-6678, Toronto; Niagara Region, phone 416-684-4776, St. Catharines; Kenora Region, phone 807-223-6956, Dryden; South Georgian Bay Region, 705-645-8733, Bracebridge; Nipissing Region, 705-746-2123, Parry Sound; East Central Region, 613-966-4944, Belleville.

416-965-4871

SOL GEN, OFFICE OF THE FIRE MARSHAL assists municipalities in establishing municipal fire departments including training of personnel and conducting fire protection technology courses; develops fire prevention by-laws; prepares specifications for fire apparatus and equipment; conducts municipal fire protection surveys and fire department promotional examinations (965-4858). Approves plans for institutional and public buildings as well as hotels; administers Lightning Rods Act; consults with governments and architects on major fire problems; supports fire codes and statutes committees (965-4851). Investigates causes of incendiary, large loss & fatal fires, gaseous explosions; assists Crown attorneys and coroners (965-4861). Promotes public safety programs; publishes fire loss statistics and technical, legal, instructional and fire prevention literature (965-4871). Film library loan service available. Advisory and investigation services are provided from Toronto and district offices. Contact local fire department for fire fighting and prevention.

CORPORATIONS

Corporations, see also Business, Industry

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Power of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew,

suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-5510

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-965-5424

CCR, COMPANIES SERVICES BR CORPORATION INFORMATION section deals with corporations in their filing of notices of change, by-laws, special resolutions, cancellation of charters (letters patent, certificates of incorporation) and extra-provincial licences. Also deals with arrears statements re notices of change, default notices and revival of corporations.

416-965-2031

CCR, COMPANIES SERVICES BR CORPORATION NAMES Section deals with the approval and reservation of corporate names for new incorporations and proposed changes of names by existing corporations.

416-965-7581

CCR, COMPANIES SERVICES BR PARTNERSHIPS REGISTRATION Section deals with registration of partnerships and limited partnerships, proprietorships and registration of corporations style names. Also registers dissolution or withdrawal of these and conducts public searches of documents relating to business ventures.

416-965-2041

CCR, COMPANIES SERVICES BR RECORDS Section deals with

searches of corporations, files, certificates of corporation status, registration of corporation securities (mortgages, bonds, debentures). Can supply copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

416-965-5403

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives refunds of corporation and land taxes. For information on Land Transfer Tax and Land Speculation Tax, call 965-1774.

CORPORATIONS TAX

416-965-5403

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives refunds of corporation and land taxes. For information on Land Transfer Tax and Land Speculation Tax, call 965-1774.

CORPSE

Corpse, see Bodies

CORR SERV ACCOUNTS **416-965-4335**

CORR SERV, ACCOUNTS Section is responsible for the ministry's accounting functions. For a description of section activities see the first entry under accounting.

CORR SERV ADULT DIVISION **416-965-4783**

CORR SERV, ADULT DIVISION administers the provision of correctional services to adult offenders within institutions, on parole, on probation, at Community Resource Centres or engaged in the Temporary Absence program. Branches under this division are described separately in this index. See Corr Serv: Probation and Parole Adult Br, Community Resource Centres, Temporary Absence Program and Bailiff Services.

CORR SERV BAILIFF SERVICES **416-965-4350**

CORR SERV, BAILIFF SERVICES is responsible for the classification of reformatory sentenced (two years less one day or less) inmates to the provincial adult correctional

institutions. The branch is also responsible for, and maintains records of, all sentenced prisoner movements within Ontario.

CORR SERV COMMUNITY RESOURCE CENTRES **416-965-4355**

CORR SERV, COMMUNITY RESOURCE CENTRES house men and women serving sentences in Ontario correctional institutions. The centres are operated by community organizations under contract to the Ministry. An inmate wishing to pursue an employment or education program outside the institution applies for a transfer to the Community Resource Centre where he/she also receives counselling and skills training. Inmates are subject to rules ensuring behaviour in the best interest of the community. Failure to abide by the rules or to make good use of the program results in an inmate's return to the correctional institution.

CORR SERV DELINQUENCY PREVENTION & NATIVE **416-965-1069**

CORR SERV, DELINQUENCY PREVENTION & NATIVE PROGRAMS funds and evaluates delinquency prevention projects in 12 Ontario locations. The project funding is for three years. The Coordinator of Native Programs is a new position designed to bring special attention to native juveniles sent to the Ministry from the Courts. Special attention is being paid to Northern Ontario where native peoples are in the largest numbers.

CORR SERV EDUCATION BR **416-965-8392**

CORR SERV, EDUCATION BR administers educational programs and ensures that they meet the needs of inmates in training schools and adult training centres across the province. Develops curricula and provides teachers with professional supervision.

CORR SERV FOOD SERVICES BR **416-965-6491**

CORR SERV, FOOD SERVICES BR endeavours to provide adults and juveniles under the care of the ministry with wholesome, adequate nutrition and teaches food service job skills to inmates who display aptitude and desire for this type of training. Operational and training programs are conducted in the institutions, coordinated through the ministry office.

CORR SERV INDUSTRIAL PROGRAMS BR **416-965-3354**

CORR SERV, INDUSTRIAL PROGRAMS BR develops and coordinates correctional institutions industrial programs and operations such as manufacturing provincial park picnic tables, institutional furniture, motor vehicle licence plates, and canned fruits and vegetables, to encourage meaningful and productive activities by inmates.

CORR SERV INFORMATION SERVICES BR 416-965-4321
CORR SERV, INFORMATION SERVICES BR is the information service for the Ministry of Correctional Services. For a description of activities, see first entry under information service.

CORR SERV INSPECTION AND INVESTIGATION BR 416-965-7056
CORR SERV, INSPECTION AND INVESTIGATION BR regularly inspects provincial correctional institutions and training schools housing juvenile and adult offenders to ensure their safety, security and well being. Also conducts internal investigations when requested by the ministry.

CORR SERV INTERNAL AUDIT BR 416-965-5611
CORR SERV, INTERNAL AUDIT BR is responsible for the ministry's audit function. For a description of the function, see first entry under audit.

CORR SERV JUVENILE DIVISION 416-965-1487
CORR SERV, JUVENILE DIVISION provides three types of services to children between the ages of 7 and 17 years: probation and after-care, training schools and group homes. As an alternative to training schools, group homes provide juveniles with an opportunity for growth in the community. Group homes are on contract with the ministry. Community resources and training schools are used for reassessments. Regional coordinators work with homes, providing general support and liaison with other ministry branches and agencies. Province-wide probation and after-care regional offices work with juveniles and their families. See also Corr Serv Delinquency Prevention & Native Programs, another activity of this division.

CORR SERV LEGAL SERVICES BR 416-965-6884
CORR SERV, LEGAL SERVICES BR provides legal services for the Ministry of Correctional Services. For a description of branch activities, see first entry under legal services.

CORR SERV MANAGEMENT DATA SERVICES 416-965-7188
CORR SERV, MANAGEMENT DATA SERVICES BR supplies the ministry with financial management (phone: 965-7188), data processing, client information systems, records management (phone: 965-3384) and systems development.

CORR SERV NURSING BR 416-965-6491
CORR SERV, NURSING BR provides nursing service to both juvenile and adult correctional institutions. Twenty-four hour nursing service is administered in the two largest institutions. The nurses contribute to the institutional health education program by health counselling and health needs assessment.

CORR SERV ONTARIO BOARD OF PAROLE **416-965-4366**
CORR SERV, ONTARIO BOARD OF PAROLE considers for parole inmates serving sentences which include indefinite terms. The Ontario Board of Parole only reviews terms of persons in provincial correctional institutions, not of those in federal institutions.

CORR SERV PERSONNEL BR **416-965-6601**
CORR SERV, PERSONNEL BR performs the personnel functions for the Ministry of Correctional Services. For a description of branch activities, see first entry under personnel. Also operates summer employment programs for students based on experience and assigned task projects for four month work periods in institutions.

CORR SERV PLANNING AND RESEARCH BR **416-965-5975**
CORR SERV, PLANNING AND RESEARCH BR conducts corrections research to develop policy and long-range planning for correctional institutions, training schools and other correctional facilities. Evaluates effectiveness of ministry rehabilitation programs. With research advisory committee, reviews all applications from outside investigators to obtain access to inmates, records and staff of correctional institutions. Also reviews requests for grants for research in the corrections field.

CORR SERV PROBATION AND PAROLE ADULT BR **416-965-4511**
CORR SERV, PROBATION AND PAROLE ADULT BR works closely with all Courts of criminal jurisdiction in the Province of Ontario and the Ontario Board of Parole: providing pre-sentence reports to the courts and pre-release reports to the Ontario Board of Parole; assisting probationers; providing supervision and assistance to offenders on parole and to others who need it after release from correctional institutions. Assistance includes counselling and guidance in finding employment, housing, food, clothing, etc. Contact local probation field office.

CORR SERV PROGRAM CONSULTATION & DEVELOPMENT DIV **416-965-6491**
CORR SERV, PROGRAM CONSULTATION & DEVELOPMENT DIV provides consultative services to the adult and juvenile programs of the Ministry. Consultants in psychiatry, dentistry, psychology, social work and chaplaincy are responsible for planning and supervision of services in these fields. Library Services Br (965-7773) provides library services to inmates and wards under the Ministry's jurisdiction. Branches in this division are described separately in this index. See Corr Serv: Education Br, Food Services Br, Industrial Programs Br, Nursing Br, Recreation Br, Staff Training & Development Br and Volunteer Programs Br.

CORR SERV RECREATION BR 416-965-6491

CORR SERV, RECREATION BR provides leisure education programs and a wide variety of recreational activities to inmates and wards of the ministry. Programs are designed to bring inmates and wards into contact with the public in controlled settings both in the institution and the community. In many institutions, recreational facilities such as gymnasia and swimming pools are used by the community under certain conditions.

CORR SERV STAFF TRAINING AND DEVELOPMENT 416-669-9695

CORR SERV, STAFF TRAINING AND DEVELOPMENT BR provides the ministry with courses to meet staff training needs. The Staff Development Centre in Concord, Ontario, as well as regional centres in Sudbury, Guelph, Cobourg and Brampton, are equipped with classroom facilities and audio-visual materials.

CORR SERV SUPPLY AND SERVICES BR 416-965-5263

CORR SERV, SUPPLY AND SERVICES BR coordinates purchasing, inventory control, accommodation leasing and construction, renovations and maintenance in existing ministry offices, correctional institutions, forestry camps and training schools. Office Services Section (phone: 965-2071) provides mail and messenger, stationery and printed forms stores, and duplicating services for the ministry. See first entry under administrative services for further description of this function.

CORR SERV TEMPORARY ABSENCE BR 416-965-4283

CORR SERV, TEMPORARY ABSENCE BR operates the temporary absence (T.A.) program which allows inmates, through conditionally approved permits on a day to day basis, or for further specified periods as authorized, to commence or continue their education or jobs while residing in correctional institutions serving their sentences. The T.A. program is also used to screen offenders who want to visit their homes to maintain family and community ties, to attend hospital for diagnosis and treatment, and for job or educational interviews. Contact the regional institution housing the inmate, or the Coordinator, Temporary Absence Branch.

CORR SERV VOLUNTEER PROGRAMS BR 416-965-6424

CORR SERV, VOLUNTEER PROGRAMS BR coordinates the recruiting, screening, training and supervision of volunteers who are involved in both the adult and juvenile rehabilitation programs of the ministry. Volunteers are active in adult institutions, detention centres, jails, juvenile training schools and with both adult and juvenile probationers,

parolees and wards of the ministry. There are opportunities for volunteer participation in most areas of the province.

CORRECTIONAL CENTRES

Correctional Centres, see Correctional Institutions

CORRECTIONAL INSTITUTIONS

416-965-4355

CORR SERV, COMMUNITY RESOURCE CENTRES house men and women serving sentences in Ontario correctional institutions. The centres are operated by community organizations under contract to the Ministry. An inmate wishing to pursue an employment or education program outside the institution applies for a transfer to the Community Resource Centre where he/she also receives counselling and skills training. Inmates are subject to rules ensuring behaviour in the best interest of the community. Failure to abide by the rules or to make good use of the program results in an inmate's return to the correctional institution.

416-965-3354

CORR SERV, INDUSTRIAL PROGRAMS BR develops and coordinates correctional institutions industrial programs and operations such as manufacturing provincial park picnic tables, institutional furniture, motor vehicle licence plates, and canned fruits and vegetables, to encourage meaningful and productive activities by inmates.

416-965-7056

CORR SERV, INSPECTION AND INVESTIGATION BR regularly inspects provincial correctional institutions and training schools housing juvenile and adult offenders to ensure their safety, security and well being. Also conducts internal investigations when requested by the ministry.

416-965-6491

CORR SERV, NURSING BR provides nursing service to both juvenile and adult correctional institutions. Twenty-four hour nursing service is administered in the two largest institutions. The nurses contribute to the institutional health education program by health counselling and health needs assessment.

416-965-5975

CORR SERV, PLANNING AND RESEARCH BR conducts corrections research to develop policy and long-range planning for correctional institutions, training schools and other correctional facilities. Evaluates effectiveness of ministry rehabilitation programs. With research advisory committee, reviews all applications from outside investigators to obtain

access to inmates, records and staff of correctional institutions. Also reviews requests for grants for research in the corrections field.

416-965-5263

CORR SERV, SUPPLY AND SERVICES BR coordinates purchasing, inventory control, accommodation leasing and construction, renovations and maintenance in existing ministry offices, correctional institutions, forestry camps and training schools. Office Services Section (phone: 965-2071) provides mail and messenger, stationery and printed forms stores, and duplicating services for the ministry. See first entry under administrative services for further description of this function.

CORRECTIONAL SERVICES

Correctional Services, Ministry of, see CORR SERV Branch Name.

CORRECTIONS RESEARCH

416-965-5975

CORR SERV, PLANNING AND RESEARCH BR conducts corrections research to develop policy and long-range planning for correctional institutions, training schools and other correctional facilities. Evaluates effectiveness of ministry rehabilitation programs. With research advisory committee, reviews all applications from outside investigators to obtain access to inmates, records and staff of correctional institutions. Also reviews requests for grants for research in the corrections field.

CORRESPONDENCE COURSES

416-965-2654

EDUC, CORRESPONDENCE EDUCATION BR provides Ontario residents with the opportunity to obtain or supplement elementary and secondary education through correspondence courses. All courses have the same credit values as those offered by an Ontario elementary, secondary or inspected private school and certificates are given to students upon the successful completion of courses. The Branch also presents secondary school graduation diplomas and secondary school honour graduation diplomas to qualified students. For details about eligibility, courses and services of the branch, call 965-2657 or write to: Correspondence Education Branch, 909 Yonge St., Toronto M4W 3G2, or contact Ministry's Regional Services Branch which can provide application forms and information pamphlets.

COUNSELLING

Counselling for community groups see Consultative Services.

See also Debt Counselling.

416-924-0631
ATT GEN, PROVINCIAL COURTS FAMILY DIV are Courts of Law dealing with Domestic Law (financial support orders for deserted or destitute wives & children, paternity suits & support of illegitimate children; Child Welfare Law (child welfare & protection for neglected children); & Juvenile Law (juveniles, between 7 and 16 yrs); and a few criminal offences in a family context. The Chief Judge's office is at tel. 457-5170. There is a court in each county. In the Judicial District of York, main branch is located at 311 Jarvis St., tel. 924-0631. Clients requiring professional assistance or guidance in domestic, child welfare or juvenile areas may drop in for counselling by social workers. Child welfare cases are commenced by the local Children's Aid Societies. The police usually lay juvenile delinquency charges but any person aggrieved criminally (e.g. property damage, trespass, assault) by a juvenile may prefer a private complaint and discuss the matter with a social worker.

416-965-5591
ATT GEN, REFEREE of the SMALL CLAIMS COURTS of the Judicial District of York assists people with counselling on debt problems, particularly with summonses and garnishments before and after judgment. Public must telephone for appointment and bring complete information regarding income, expenses, debts and creditors. The Small Claims Court Referee's mailing address is: 425 University Ave., Rm.201, Toronto M4G 1T6.

416-965-7095
CIV SERV, STAFFING SERVICES BR (A). Human Resources Planning Section (965-7095) advises the ministries, Civil Service Commission and Management Board on career development and counselling, goal setting and performance appraisal, and training and development policy. Career Counselling Service Section (965-9604) serves the Ontario Public Service (OPS) and complements ministries' career counselling programs. See also Civ Serv Staffing Services Br (B) for other sections in Branch.

416-965-0176
COMM SOC, CHILD WELFARE BR finances. inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoption services (965-2802). Prepares syndicated newspaper column, Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children,

counselling on child abuse and adoptions, and counselling to unwed mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

416-965-5142
COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs to municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities, supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care for prescribed drugs, prosthetic, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-2376
COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services. Capital and operating grants are available to approved sheltered workshops. Operating and debt retirement assistance available for half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-965-4511
CORR SERV, PROBATION AND PAROLE ADULT BR works closely with all Courts of criminal jurisdiction in the Province of Ontario and the Ontario Board of Parole: providing pre-sentence reports to the courts and pre-release reports to the Ontario Board of Parole; assisting probationers; providing supervision and assistance to offenders on parole and to others who need it after release from correctional institutions. Assistance includes counselling and guidance in finding employment, housing, food, clothing, etc. Contact local probation field office.

416-965-1192

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

416-965-5161

GOVT SERV, EMPLOYEE ADVISORY SERVICE provides counselling and referral services in cases where alcohol and drug addiction related problems are affecting the work performance of an Ontario Public Service employee. Assists employees in pension planning, insurance benefits planning, and retirement planning. Provides day care counselling to employees with children aged 4 weeks through 10 years. To contact day care counselling service write or call: Employee Advisory Service, 13th floor, 25 Grosvenor Street, Toronto, tel. 965-9953.

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, COUNSELLING provides counselling services to those starting a small business, to inventors and entrepreneurs who wish to commercialize their ideas, and to businesses that need technical assistance in metrication. Advises companies individually on their marketing and financial problems and business planning, and assists small companies that do not have traffic managers to determine the most economical method of packing and shipping products to consumers. Encourages production improvement and cost reduction through industrial engineering counselling assistance and audio-visual presentations, and through a joint program with Mohawk College of Applied Arts & Technology to operate a Mobile Service Unit (M.S.U.) that visits companies to analyze energy costs and point out potential savings. Contact Queen's Park or Regional Offices. (in Metro Toronto, call 491-7680).

416-965-1537

LABOUR, WOMEN'S BUREAU is an information service and resource centre for women and women's groups. Provides advice to employers in the private sector who wish to implement equal

opportunity programs for full utilization of women employees. Advises within government on women's issues; provides labour legislation information through speakers and publications; provides consultative service on employment counselling. Although individual counselling is not available, the Bureau can refer people to appropriate counselling sources. New outreach program is being developed to serve low-income, immigrant and native women.

COUNTERFEITING

416-965-8117

SOL GEN, OPP, ANTI-RACKETS BR provides assistance to all police forces and government agencies in Ontario on investigations relating to white collar crime, frauds, rackets, schemes, counterfeiting and forgery. For general inquiries, contact 965-8117. For inquiries on counterfeiting call 965-1883.

COUNTY

County, see Municipalities

COUNTY RESTRUCTURING

416-965-6934

TE & IA, LOCAL GOVERNMENT ORGANIZATION BR advises the Government on provincial policy for local government functions and organization, including local government reform based on local needs. Participates in the County Restructuring Studies Program (CRSP). Reviews division of local and provincial functions. Reviews role and organization of municipal councils, and suitability of Special Purpose Bodies. Reviews all legislation and Ontario Municipal Board decisions affecting municipalities.

COURTS

Courts, see also Supreme Court of Ontario, also Surrogate Court.

416-965-7351

ATT GEN, COUNTY and DISTRICT COURTS, the intermediate level of trial courts with civil jurisdiction in Ontario, handle actions involving the amounts of between $401 and $7,500. Handle proceedings under these statutes: landlord and tenant, applications for name changes, adoptions (child welfare), and mental incompetency. Persons rarely appear without legal counsel, and in many cases, either party may require trial by judge and jury. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Outside this Judicial District, contact appropriate county or district court.

416-965-2881

ATT GEN, DIRECTORS of COURTS ADMIN and Inspector of Legal Offices manages the civil and criminal courts in Ontario. County and Small Claims Court Offices Branch (965-7945) handles matters involving Sheriffs, local Supreme Court of Ontario Registrars, County Court Clerks, Surrogate Court Registrars, Small Claims Court Clerks and Bailiffs. Provincial Court Offices Br (965-0916) handles matters involving Provincial Court Criminal and Family Division offices, and Observation and Detention Homes. Court Reporting Branch (965-2848) is involved in court reporting procedures. Appointments for Justices of the Peace, Notaries Public, commissioners for taking affidavits are also handled by this division (965-2816). For matters concerning court accommodation, contact 965-8453.

416-965-9417

ATT GEN, MANAGEMENT INFORMATION SYSTEM BR, Courts Administration Program, provides information on the activities of courts in Ontario to Ministry staff and interested groups. Collects data through manual and computerized systems. The manual system collects aggregate information on activity in the Sheriffs Offices in the Supreme, County, Surrogate and Provincial Courts. The computerized system is a case flow system for criminal cases.

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, presided over by judges appointed by the Ontario government, deal with approximately 90% of all criminal cases under the Criminal Code of Canada, all offences under the Statutes of Ontario and of Canada and all offences arising from infraction of local by-laws of municipalities and their boards. A person accused of an indictable offence which is not in the absolute jurisdiction of a judge of the Provincial Court and not one customarily tried before the High Court of Justice may elect to be tried before a County or District Court Judge sitting either alone or with a jury. Contact local County or District Court.

416-965-7523

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, METRO TORONTO deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Court offices (965-7515). For inquiries re: payment of fines following conviction, and drivers licence licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the Court's branches or to

the Bail Office at 965-7522. Civil marriages ceremonies are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

416-924-0631
ATT GEN, PROVINCIAL COURTS FAMILY DIV are Courts of Law dealing with Domestic Law (financial support orders for deserted or destitute wives & children, paternity suits & support of illegitimate children; Child Welfare Law (child welfare & protection for neglected children); & Juvenile Law (juveniles, between 7 and 16 yrs); and a few criminal offences in a family context. The Chief Judge's office is at tel. 457-5170. There is a court in each county. In the Judicial District of York, main branch is located at 311 Jarvis St., tel. 924-0631. Clients requiring professional assistance or guidance in domestic, child welfare or juvenile areas may drop in for counselling by social workers. Child welfare cases are commenced by the local Children's Aid Societies. The police usually lay juvenile delinquency charges but any person aggrieved criminally (e.g. property damage, trespass, assault) by a juvenile may prefer a private complaint and discuss the matter with a social worker.

416-965-5591
ATT GEN, REFEREE of the SMALL CLAIMS COURTS of the Judicial District of York assists people with counselling on debt problems, particularly with summonses and garnishments before and after judgment. Public must telephone for appointment and bring complete information regarding income, expenses, debts and creditors. The Small Claims Court Referee's mailing address is: 425 University Ave., Rm.201, Toronto M4G 1T6.

ATT GEN, SMALL CLAIMS COURTS, the lowest level of trial courts in Ontario, have jurisdiction to adjudicate civil disputes where the amount claimed does not exceed $400. This limit is set to $800 in northern districts. There are 130 small claims courts in Ontario. One of these in the Judicial District of York is at 67 Richmond St. W., tel. 366-8667.

416-965-3975
ATT GEN, SYSTEMS DEVELOPMENT BR, Programs and Administrative Division, provides the Ministry with a resource of personnel skilled in various management techniques. Provides analysis and design of systems, applying some of these to computer operations, to realize adequate and less costly administration of justice. One such system is the County of York Court Loading and Operation System (CYCLOPS II) which is a loading and scheduling system for minor traffic courts in this Judicial District, combined with complete administrative

control over the Summons Office and the Court Offices. Sub-functions of this program include the North York traffic tribunal system and the driver licence suspension system. The Branch provides flowcharts of the activities of the courts; namely, the civil process, criminal proceedings and family court functions. These charts are used in the Bar admission course and by universities, colleges and high schools.

416-965-4511

CORR SERV, PROBATION AND PAROLE ADULT BR works closely with all Courts of criminal jurisdiction in the Province of Ontario and the Ontario Board of Parole: providing pre-sentence reports to the courts and pre-release reports to the Ontario Board of Parole; assisting probationers; providing supervision and assistance to offenders on parole and to others who need it after release from correctional institutions. Assistance includes counselling and guidance in finding employment, housing, food, clothing, etc. Contact local probation field office.

CRAFTS

Crafts, see also Arts

416-965-6763

CULT & REC, ADMIN SERVICES BR, RESOURCE CENTRE and Library maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-6256

CULT & REC, COMMUNITY ARTS DEVELOPMENT BR has programs to encourage excellence in the arts and wider participation in arts activities. Has consultants in theatre, dance, music, visual arts, and crafts. Grants are available to provincial arts service organizations. Provides resource materials for teachers in the arts or arts groups. Contact field offices, main office, or the Ontario Arts Council.

CRANE

Crane, see Hoisting Plants

CREDIT

416-965-7661

AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves people in the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-6471

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramidic Sales Act (pyramidic schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconsionable consumer representations & provides redress

procedures for consumers.

416-965-2513
CCR, REGISTRAR OF BAILIFFS, Collection Agencies and Mortgage Brokers is responsible for investigating complaints about and registering private bailiffs, collection agencies, consumer reporting agencies (credit and personal information investigation) and mortgage brokers. Also issues certificates of acceptance for pyramidic schemes under the Pyramidic Sales Act. Recommends appointments under the Bailiffs Act.

416-965-5142
COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs to municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities, supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care for prescribed drugs, prosthetic, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

CREDIT UNIONS

416-965-4728
CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-2515

CCR, CREDIT UNIONS BR sets minimum standards for and supervises credit unions and caisses populaires. These standards govern the incorporation, management audit and dissolution of credit unions.

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

416-965-6566

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturers, energy, forest industries, call 965-7078; credit unions, registration of mortgages, health expenditure, mines, call 965-3792; gross provincial product & economic accounts for Ontario, call 965-4801; demographic and social statistics estimates and projections, call 965-2217.

CREMATION

416-965-6678

SOL GEN, CHIEF CORONER'S OFFICE, 26 Grenville St., Toronto M7A 2G9 investigates sudden and violent deaths; warns the public re prevention of similar deaths; orders autopsies for medical legal reasons; conducts inquests; signs certificates for cremation and for shipment of bodies out of Ontario; completes medical certificates of death in coroners' cases. Administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Supplies Schools of Anatomy in Ontario with donated or unclaimed bodies and

inspects these schools. To contact Regional Coroners, York Region, phone 416-965-6678, Toronto; Niagara Region, phone 416-684-4776, St. Catharines; Kenora Region, phone 807-223-6956, Dryden; South Georgian Bay Region, 705-645-8733, Bracebridge; Nipissing Region, 705-746-2123, Parry Sound; East Central Region, 613-966-4944, Belleville.

CREMATORIUM

Crematorium, see Cemeteries

CRIMINAL

Criminal, see also Inmates

416-965-4755

ATT GEN, CRIMINAL INJURIES COMPENSATION BOARD provides compensation to victims who have received physical injury as the result of an unprovoked crime of violence, or to the dependants of an innocent victim of a fatal occurrence. The Criminal Injuries Compensation Board also awards compensation to police and others taking part in law enforcement.

416-965-2834

ATT GEN, CROWN ATTORNEYS System supervises Crown Attorneys in the 47 Districts and Counties throughout Ontario. Provides consultation with Crown Attorneys with respect to particular criminal matters. Responsible for hiring Crown staff. Consults with other ministries on administrative matters, e.g. Crown Attorneys' office accommodation, etc.

416-965-0650

ATT GEN, CROWN LAW OFFICE, CRIMINAL LAW is responsible for the preparation and argument of all criminal appeals in indictable offences in the province, whether the Crown is the Respondent or the Appellant. Conducts special prosecutions. The branch deals with the judiciary, Crown attorneys, the police and the public.

416-965-9417

ATT GEN, MANAGEMENT INFORMATION SYSTEM BR, Courts Administration Program, provides information on the activities of courts in Ontario to Ministry staff and interested groups. Collects data through manual and computerized systems. The manual system collects aggregate information on activity in the Sheriffs Offices in the Supreme, County, Surrogate and Provincial Courts. The computerized system is a case flow system for criminal cases.

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, presided over by judges appointed by the Ontario government, deal with approximately 90% of all criminal cases under the Criminal

Code of Canada, all offences under the Statutes of Ontario and of Canada and all offences arising from infraction of local by-laws of municipalities and their boards. A person accused of an indictable offence which is not in the absolute jurisdiction of a judge of the Provincial Court and not one customarily tried before the High Court of Justice may elect to be tried before a County or District Court Judge sitting either alone or with a jury. Contact local County or District Court.

416-965-7523

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, METRO TORONTO deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Court offices (965-7515). For inquiries re: payment of fines following conviction, and drivers licence licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the Court's branches or to the Bail Office at 965-7522. Civil marriages ceremonies are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

416-924-0631

ATT GEN, PROVINCIAL COURTS FAMILY DIV are Courts of Law dealing with Domestic Law (financial support orders for deserted or destitute wives & children, paternity suits & support of illegitimate children; Child Welfare Law (child welfare & protection for neglected children); & Juvenile Law (juveniles, between 7 and 16 yrs); and a few criminal offences in a family context. The Chief Judge's office is at tel. 457-5170. There is a court in each county. In the Judicial District of York, main branch is located at 311 Jarvis St., tel. 924-0631. Clients requiring professional assistance or guidance in domestic, child welfare or juvenile areas may drop in for counselling by social workers. Child welfare cases are commenced by the local Children's Aid Societies. The police usually lay juvenile delinquency charges but any person aggrieved criminally (e.g. property damage, trespass, assault) by a juvenile may prefer a private complaint and discuss the matter with a social worker.

416-965-3975

ATT GEN, SYSTEMS DEVELOPMENT BR, Programs and Administrative Division, provides the Ministry with a resource of personnel skilled in various management techniques. Provides analysis and design of systems, applying some of these to computer operations, to realize adequate and less costly

administration of justice. One such system is the County of York Court Loading and Operation System (CYCLOPS II) which is a loading and scheduling system for minor traffic courts in this Judicial District, combined with complete administrative control over the Summons Office and the Court Offices. Sub-functions of this program include the North York traffic tribunal system and the driver licence suspension system. The Branch provides flowcharts of the activities of the courts; namely, the civil process, criminal proceedings and family court functions. These charts are used in the Bar admission course and by universities, colleges and high schools.

416-965-8105

SOL GEN, OPP, CRIMINAL INVESTIGATION BR provides assistance to all police forces in Ontario, and to other Ontario Government Agencies, in the investigation of serious criminal activities.

CRIMINAL ACTIVITIES

Criminal Activities, see also Organized Crime, Criminal

416-965-4456

SOL GEN, OPP, CENTRAL RECORDS & COMMUNICATIONS BR maintains a central police records centre, the Ontario Provincial Police (OPP) teletype network, and Canadian Police Information Centre (CPIC) computer terminals at OPP installations. The branch provides management information; also disseminates information relating to criminal activities, suspended Ontario drivers, and vehicle registration data to law enforcement agencies.

416-965-8105

SOL GEN, OPP, CRIMINAL INVESTIGATION BR provides assistance to all police forces in Ontario, and to other Ontario Government Agencies, in the investigation of serious criminal activities.

CRIMINAL CODE

416-965-7338

ATT GEN, CROWN ATTORNEYS OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. The Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders,

collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, presided over by judges appointed by the Ontario government, deal with approximately 90% of all criminal cases under the Criminal Code of Canada, all offences under the Statutes of Ontario and of Canada and all offences arising from infraction of local by-laws of municipalities and their boards. A person accused of an indictable offence which is not in the absolute jurisdiction of a judge of the Provincial Court and not one customarily tried before the High Court of Justice may elect to be tried before a County or District Court Judge sitting either alone or with a jury. Contact local County or District Court.

416-965-5181

CCR, LOTTERIES BR issues licences, supervises and controls all lottery operators in Ontario. These include bingos, raffles and games of chance operated within the Criminal Code of Canada. Copies of the regulations are available from the branch on request.

416-965-4488

SOL GEN, OPP, REGISTRAR OF FIREARMS approves issuing of permits to register and carry firearms in Ontario as outlined in the Criminal Code (Canada). Maintains a central registry of all Ontario's registered firearms.

CRIMINAL INJURIES COMPENSATION BOARD

416-965-4755

ATT GEN, CRIMINAL INJURIES COMPENSATION BOARD provides compensation to victims who have received physical injury as the result of an unprovoked crime of violence, or to the dependants of an innocent victim of a fatal occurrence. The Criminal Injuries Compensation Board also awards compensation to police and others taking part in law enforcement.

CRIMINAL INTELLIGENCE

416-965-6071

SOL GEN, ONTARIO POLICE COMMISSION ensures adequate Ontario policing by organizing, training and encouraging use of modern technology and cooperation among police in all municipalities for efficient law enforcement. Advises on organization of police in regional governments. Coordinates police communications and info systems (CPIC - Canadian

Police Information Centre). Analyzes and disseminates criminal intelligence information (CISO - Criminal Intelligence Service, Ont.). Ontario Police Commission trains all levels of police personnel at Ontario Police College, Aylmer, Ontario.

CROP COMPETITIONS

416-965-1091

AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR gives grants to all the agricultural societies in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives grants to horticultural societies and plowing matches. The branch is the headquarters of the Canadian Plowing Council.

CROP INSURANCE

416-965-1811

AG & FOOD, ONTARIO CROP INSURANCE COMMISSION makes available to farmers a crop insurance plan for all commercial insurance crops. Contact regional Ontario Crop Insurance Commission office.

CROPS

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H program which provides agricultural and leadership training as well as social benefits for youth in rural areas. Contact AG REPS in county or district offices.

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls fruit and vegetable dealers. Issues licences to nurseries, and controls disease found in them. Licenses controlled atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards.

Informs the public on all aspects of food (fruit, vegetables, honey) producing, packaging, wholesaling and retailing. Contact county or district office.

416-965-1811
AG & FOOD, ONTARIO CROP INSURANCE COMMISSION makes available to farmers a crop insurance plan for all commercial insurance crops. Contact regional Ontario Crop Insurance Commission office.

416-965-1081
AG & FOOD, SOILS AND CROPS BR provides information at local offices throughout the province on production of field, greenhouse and horticultural crops. Information is available to commercial growers on restrictions in use of pesticides. Administers the Weed Control Act. Inquiries on household & urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

CROWN ATTORNEYS

416-965-2834
ATT GEN, CROWN ATTORNEYS System supervises Crown Attorneys in the 47 Districts and Counties throughout Ontario. Provides consultation with Crown Attorneys with respect to particular criminal matters. Responsible for hiring Crown staff. Consults with other ministries on administrative matters, e.g. Crown Attorneys' office accommodation, etc.

416-965-7338
ATT GEN, CROWN ATTORNEYS OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. The Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

CROWN EMPLOYEES GRIEVANCE SETTLEMENT

Crown Employees Grievance Settlement, see Civ Serv Public Service Appeal Boards.

CROWN LAND

Crown Land, see also Land

416-965-2761

NAT RES, FINANCIAL MANAGEMENT BR, besides the financial accounting functions as outlined in the first entry under accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-4451 or regional or district offices.

416-965-2899

NAT RES, LAND USE COORDINATION BR establishes methods and procedures to coordinate planning for the use of Crown land. Participates in land use planning done by other ministries. Prepares lake plans (965-5344). Coordinates the preparation of environmental assessments for the Ministry subject to the Environmental Assessment Act, 1975 (965-2781). Coordinates the review of plans of other ministries and agencies relative to this ministry's plans and programs.

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) conducts land acquisition for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing of prospector's licences, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown lands. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls, carries out forfeiture process for patented mining lands.

416-965-6225

NAT RES, SURVEYS & MAPPING BRANCH A. The Branch provides topographical and cadastral descriptions of the land base. Cartography Section (965-4743) produces planimetric, geological and other thematic maps for ministry field surveys. Inventory Section (965-6914) maintains the Forest Resources Inventory (FRI) and data on forest stands in Northern Ontario. Drafting Services Section (965-7108)

provides drafting, mapping and graphics support services to the ministry. Control Surveys Section (965-4538) will install and manage a provincial system to coordinate, and set standards for, control surveys. Cadastral Surveys Section (965-2714) has data from ministry surveys and from private surveyors on resurveys of township boundaries and Crown land surveys prior to their disposition under statute. See also Nat Res Surveys & Mapping Branch (B) for other activities.

CULT & REC ADMIN SERVICES BR RESOURCE CENTRE 416-965-6763
CULT & REC, ADMIN SERVICES BR, RESOURCE CENTRE and Library maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

CULT & REC ADMINISTRATIVE SERVICES BR 416-965-7486
CULT & REC, ADMINISTRATIVE SERVICES BR provides office and other central services for the ministry and its agencies. These services include: purchasing of goods and services (965-1237), general services such as mail, messenger services and stockroom supplies (965-4644), records and forms management, office services such as maintenance of manuals and directories, assets control, safety supervision to ensure safe working conditions of employees and public safety in ministry facilities (965-2373), and accommodation services including acquisition and design of office space. The branch is also responsible for the Resource Centre & Library (965-6763). See Cult & Rec Admin Services Br Resource Centre for description of its functions.

CULT & REC ADVISORY COUNCIL ON FRANCO-ONTARIAN 416-965-0598
CULT & REC, ADVISORY COUNCIL on FRANCO-ONTARIAN AFFAIRS is an advisory body to make recommendations to the Minister of Colleges & Universities and the Minister of Culture & Recreation on any matter for which their ministries are responsible and which affect Franco-Ontarians or on any matter which one or both ministers may refer to the Council for consideration. The Council maintains close liaison with the French community in order to be well informed of the needs of Franco-Ontarians in the fields of post-secondary education, culture and recreation.

CULT & REC ARCHIVES OF ONTARIO **416-965-4030**

CULT & REC, ARCHIVES OF ONTARIO acquires significant unpublished documents to preserve Ontario's historical heritage and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies, through statutory control, important non-current records, and from other sources, through donation or purchase, any important manuscripts, maps, pictures, photographs, early newspapers, etc. dealing with Ontario history. Operates a public reading room for those doing historical, administrative, legal or other research. The Archives welcomes information on the location of historical material. The Archives of Ontario also advises and assists ministries and agencies in the economic and efficient management of records, forms, microrecording, correspondence, reports. Coordinates Records Management training courses. Contact 965-2187.

CULT & REC ART GALLERY OF ONTARIO **416-361-0414**

CULT & REC, ART GALLERY OF ONTARIO cultivates and advances the cause of visual arts in Ontario with programs, lectures and films on the origin, development, appreciation and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan exhibitions in the art gallery and The Grange, a restored historic Toronto house. Circulates exhibitions to communities throughout Ontario. Offers an art rental service, art book shop, audio-visual library, art reference library and art classes for children and adults, school tours, public tours and speakers bureau.

CULT & REC CAPITAL SUPPORT UNIT **416-965-5399**

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres, sports facilities, arts facilities, such as concert and exhibition halls, theatres, museums, heritage conservation projects, library facilities and multicultural centres. Contact regional offices or main office.

CULT & REC CITIZENS' INQUIRY BRANCH **416-965-3535**

CULT & REC, CITIZENS' INQUIRY BRANCH is an information service which provides information about, or referral to all Ontario Government ministries. It is a resource for other government ministries, Members of Provincial Parliament (MPPs) and community or private organizations, and provides its service to those referred from these sources. The Citizens' Inquiry Branch refers the inquirer to the appropriate source of information or coordinates information and services for those unable to do so themselves.

CULT & REC CITIZENSHIP BR **416-965-1192**

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

CULT & REC CJRT-FM **416-595-5281**

CULT & REC, CJRT-FM provides educational opportunities for the citizens of the province of Ontario by offering university level credit courses as well as programming designed to provide a better understanding and appreciation of such fields of interest as the arts, music and literature. All program content including the open sector programming is presented in a non-commercial format.

CULT & REC COMMUNICATIONS BR **416-965-0615**

CULT & REC, COMMUNICATIONS BR provides communications policy advice in addition to writing and supplying editorial and media relations services to the Minister, Deputy Minister and all programs of the Ministry of Culture and Recreation. Provides information service to the public about activities of the ministry.

CULT & REC COMMUNICATIONS BR PUBLICATIONS **416-965-6761**

CULT & REC, COMMUNICATIONS BR, PUBLICATIONS UNIT coordinates total output of ministry publications. Edits manuscripts, prepares copy, artwork and camera-ready assemblies; arranges production through Government Duplicating or Print Procurement. Monitors resource material handled entirely by branches to ensure style consistency and quality. These include slides and films, manuals, booklets, folders, etc. Those earmarked for free distribution to special groups are so designated and distribution is recorded by the Unit for stock control.

CULT & REC COMMUNITY ARTS DEVELOPMENT BR **416-965-6256**

CULT & REC, COMMUNITY ARTS DEVELOPMENT BR has programs to encourage excellence in the arts and wider participation in arts activities. Has consultants in theatre, dance, music,

visual arts, and crafts. Grants are available to provincial arts service organizations. Provides resource materials for teachers in the arts or arts groups. Contact field offices, main office, or the Ontario Arts Council.

CULT & REC COMMUNITY INFORMATION SERVICES 416-965-3314
CULT & REC, COMMUNITY INFORMATION SERVICES Program provides eligible individual community information centres with funding through grants and advises them on matters such as information management, policy, staffing and volunteer training. Publications are available. Contact field offices.

CULT & REC CONSERVATION REVIEW BOARD 416-965-2336
CULT & REC, CONSERVATION REVIEW BOARD holds hearings arising out of owners' objection to municipal designation of property as historically or architecturally significant. The Conservation Review Board reports its opinion to the municipal council. Hearings are also held where Minister proposes to refuse issuance of archaeological licence, or designates property as an archaeological or historic site.

CULT & REC CULTURAL INDUSTRIES BR 416-965-6487
CULT & REC, CULTURAL INDUSTRIES BR is involved with the film industry, recording industry, book publishing and periodicals industries. Provides liaison with various levels of government and industries themselves. Does not give grants or loans. Main emphasis is on policy development. Contact regional offices or main office.

CULT & REC FESTIVAL ONTARIO 416-965-6256
CULT & REC, FESTIVAL ONTARIO will coordinate exhibits from major cultural institutions (e.g.: Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority, Ontario Arts Council, Archives of Ontario, Ontario Film Theatre, Royal Botanical Gardens, McMichael Canadian Collection, etc.) and make these available free of charge to communities to augment festivals or special events. Festival Ontario does not organize festivals. Assists at the request of communities. Contact regional offices or main office.

CULT & REC FIELD SERVICES BR 416-965-0617
CULT & REC, FIELD SERVICES BR. Through six regional and various sub offices in Ontario the Field Services Branch brings into focus the Ministry's program at the local level. By providing consultative services to community groups, this Branch aids in the provision of recreational and cultural activities at the local level. The consulting service is provided to a whole range of local and regional clients

including municipal recreation departments, municipal recreation committees, YMCA's, historical societies, multicultural groups, regional arts councils, etc.

CULT & REC FINANCE BR 416-965-4832

CULT & REC, FINANCE BR provides the ministry with financial management and accounting services including payment of grants. For further description of functions, see first entries under accounting and financial management. In addition the branch establishes ministry accounting and financial policy and handles pre-audit of financial transactions.

CULT & REC HERITAGE ADMIN BR ARCHITECTURAL 416-965-7635

CULT & REC HERITAGE ADMIN BR, ARCHITECTURAL Conservation Section provides support for Ontario Heritage Foundation grants or loans to encourage renovation and restoration of buildings of historical importance or architectural value. Helpful advice on preservation is offered to organizations and individuals, including assistance with the establishment of local architectural conservation advisory committees and programs. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Historical for other activities of the branch.

CULT & REC HERITAGE ADMIN BR HISTORICAL 416-965-4021

CULT & REC, HERITAGE ADMIN BR, HISTORICAL Section provides technical support for the Ontario Heritage Foundation in preserving historical buildings and in erecting commemorative plaques of province-wide importance. Gives grants to aid in erecting local plaques and to publish the history of places in Ontario. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Architectural for other activities of this branch.

CULT & REC HERITAGE ADMIN BR MUSEUMS 416-965-4021

CULT & REC, HERITAGE ADMIN BR, MUSEUMS Assistance Program gives advisory and financial help to museums owned and maintained by municipalities, Indian Band Councils and conservation authorities. See also Cult & Rec: Heritage Admin Br Architectural and Heritage Admin Br Historical for other activities of the branch.

CULT & REC HERITAGE TRUST BR 416-965-5727

CULT & REC, HERITAGE TRUST BR supports the acquisition by the Ontario Heritage Foundation through donation or purchase, of buildings of historic or architectural value, parkland of scenic, recreational or archaeological interest, items of archaeological importance and works of art. Following acquisition, arrangements are made for architectural

conservation or restoration where necessary, as well as for custody, use or display.

CULT & REC HISTORICAL PLANNING AND RESEARCH BR 416-965-4490
CULT & REC, HISTORICAL PLANNING AND RESEARCH BR provides research on history and information on archaeology that is necessary in the planning and development of Ontario government programs. Provides the Ontario Heritage Foundation with professional archaeological assistance. Answers inquiries about archaeological licences.

CULT & REC HURONIA HISTORICAL PARKS 705-526-7838
CULT & REC, HURONIA HISTORICAL PARKS. The Ministry of Culture and Recreation operates and maintains historic sites at Midland (Sainte Marie Among the Hurons) and Penetang (Historic, Naval and Military establishments). Ste. Marie Among the Hurons has been reconstructed on its original site and is open to the public as an historical exhibit. The Naval and Military Establishments have been restored and partially reconstructed, and are open to the public as an historical attraction. Both parks are maintained and operated to promote an appreciation of the Indian, French and British themes in the history of the Huronia area through public visitation. Both sites have interpretive and demonstration programs and are staffed by interpretive and maintenance staff. Contact Huronia Historical Parks, Midland, Ontario (Tel. 705 526-7838).

CULT & REC INDIAN COMMUNITY SECRETARIAT 416-965-5003
CULT & REC, INDIAN COMMUNITY SECRETARIAT assists Ontario native peoples in both on-reserve and off-reserve communities, in gaining full access to existing services of ministries, and in the development of self-determination and community leadership and initiative. Provides liaison between native groups and various levels of government. Where provincial funding channels do not exist, the Secretariat may consider projects from Indian Band Councils or incorporated bodies on a one-term last-resort basis. Contact field office or main office.

CULT & REC INTERNAL AUDIT 416-965-9941
CULT & REC, INTERNAL AUDIT is responsible for the ministry's audit function. For a description of functions see first entry under audit.

CULT & REC LEGAL SERVICES BR 416-965-5793
CULT & REC, LEGAL SERVICES BR provides legal services for the ministry and its agencies. For a description of branch activities see first entry under legal services.

CULT & REC MCMICHAEL CANADIAN COLLECTION **416-893-1121**

CULT & REC, McMICHAEL CANADIAN COLLECTION is an art gallery in a beautiful setting in Kleinberg, Ontario, which has an extensive collection of the works of Canadian artists including the Group Of Seven, Tom Thompson, Emily Carr, David Milne, Clarence Gagnon, and J. W. Morrice. Also included are works of art by native peoples. The collection is open every afternoon except Monday. All mornings and all day Monday are reserved for school tours by appointment.

CULT & REC MULTICULTURAL DEVELOPMENT BR **416-965-6621**

CULT & REC, MULTICULTURAL DEVELOPMENT BR aims to improve the quality of the social environment in Ontario by facilitating community participation in: multicultural development processes through the encouragement of an appreciation and understanding of specific cultures in our multicultural society; the encouragement of information sharing through intercultural workshops; the promotion within institutions of an awareness and sensitivity to cultural differences; and community development processes through the facilitation of citizen involvement in local decision-making processes. Professional staff provide consultative services, publish handbooks and directories. Multicultural development and community participation grants are available. Contact field offices or main office. The branch assists in the Multicultural History Project (965-0212) sponsored by the Ministry and funded by Wintario. The Project will collect and preserve material about Ontario ethnocultural groups and will make it accessible through the Archives of Ontario.

CULT & REC O E C A **416-484-2600**

CULT & REC, O E C A. The Ontario Educational Communications Authority produces and distributes television programs of an educational nature through its TVOntario Broadcast Network: Channel 19, Toronto; 24, Ottawa; 28, Kitchener; 18, London; 59, Chatham; 32, Windsor; through the local cable systems in Sudbury, North Bay, Sturgeon Falls, New Liskeard, Iroquois Falls, Timmins, Cochrane and Thunder Bay; and through five-hour per day packages on nine other cable systems. The Ontario Educational Communications Authority also has a video tape distribution system that allows presentation of educational television programs in schools and to the general public. Produces VIPS (video and audio tapes) catalogues listing all programs available through the OECA.

CULT & REC OFFICE OF ATHLETICS COMMISSIONER **416-965-4173**

CULT & REC, OFFICE OF ATHLETICS COMMISSIONER regulates professional boxing and wrestling and amateur sports in Ontario. Licenses professional boxers and wrestlers.

CULT & REC OLD FORT WILLIAM **807-485-1555**

CULT & REC, OLD FORT WILLIAM is a reconstruction of the original Fort William as it was in the period 1816-1821. The original Fort was the inland headquarters of the North West Company and the focal point of the Company's operations and vast explorations. Each summer it was the temporary home of 2,000 or more voyageurs and partners who assembled there for the Great Rendezvous. Today, the visitor is invited to 'relive the Rendezvous,' to experience life as it was in this brawny era. Old Fort William is a living historical community and, as such, it offers the visitor a wide range of experiences. Open to the public May-October. Contact Old Fort William, 1825 E. Arthur st., Thunder Bay, Ontario P7E 5N7, telephone 807 475-1555.

CULT & REC ONTARIO ARTS COUNCIL **416-961-1660**

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, makes grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, film makers and photographers may also apply. Other programs include Creative Artists In Schools (CAIS), designed specifically for creative artists, and ONTOUR, giving assistance to concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

CULT & REC ONTARIO HERITAGE FOUNDATION **416-965-5727**

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing licences for archaeology and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Acts as official recipient of gifts of archaeological interest to the province. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical importance or architectural value. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

CULT & REC ONTARIO HISTORICAL STUDIES SERIES 416-487-6142
CULT & REC, ONTARIO HISTORICAL STUDIES SERIES Project produces comprehensive, scholarly and readable books on the historic development of Ontario. The series is divided into six parts: Bibliography of Ontario History; Biographies of major Premiers; Historical Atlas; Theme studies on aspects of Ontario's economic, social, political and cultural development; General history; and Oral history featuring interviews with people who have played a key role in Ontario's development. The series receives financial support from the Ministry of Culture and Recreation. Contact Ontario Historical Studies Series at Telephone 416 487-6142.

CULT & REC ONTARIO LOTTERY CORPORATION 416-961-6262
CULT & REC, ONTARIO LOTTERY CORPORATION manages Wintario & the Provincial lotteries. Proceeds from Wintario are used through the Min. of Culture & Recreation to support one-time physical fitness, sports, recreation & cultural projects. Proceeds from Provincial sales in Ontario will be used initially for health research & related environmental projects through the Health, Labour & Environment ministries. For winning numbers check newspaper on day following draw or read sign posted at retailer's. For Wintario grants information call 965-2390 or contact ministry field offices. For health research grants specify field & write: Strategic Planning & Research Br, Min. of Health, 15 Overlea Blvd., Toronto or Pollution Control Br., Min. of the Environment, 135 St. Clair W., Toronto or Occupational Health & Safety Div., Min. of Labour, 400 University Ave., Toronto.

CULT & REC ONTARIO SCIENCE CENTRE 416-429-4100
CULT & REC, ONTARIO SCIENCE CENTRE conducts a varied program of education in the origins and development of science and technology and in Ontario's role in this progress. Located at Don Mills and Eglinton Ave. in North York, the Ontario Science Centre is open to the public daily and offers tours to school classes. Part of the Ontario Science Centre is the Ontario Film Institute (OFI), founded in 1969 to encourage the development of the art of the film and to foster public appreciation and study of film history, origins and accomplishments. The OFI has three divisions: the Institute itself which is the reference and information centre, the Ontario Film Theatre (for showings) and the Ontario Film Archive.

CULT & REC ONTARIO SPORTS TRAINING CENTRE 416-844-8171
CULT & REC, ONTARIO SPORTS TRAINING CENTRE (OSTC) in Oakville is now being developed, with construction to start in 1977, tentative completion in 1979. To be built in stages, the Ontario Sports Training Centre is designed for training of

amateur athletes and to serve as a sports competition and conference centre. Phase I facilities include a natatorium, multiple gymnasiums, an indoor fieldhouse, an outdoor stadium, fitness & weight training halls, medical & physiotherapy areas, the major locker core plus administration office. Twenty-three amateur sports are included in this phase, with the sport governing bodies recommending athletes for training. The Recreation Facilities Research Project under the OSTC is being created to gather and disseminate information about planning, design, construction and operation of sports, recreation and fitness facilities.

CULT & REC OUTREACH ONTARIO **416-965-6256**
CULT & REC, OUTREACH ONTARIO is a coordinated program designed to decentralize the province's cultural resources by encouraging cultural institutions to diversify their programs and expand their extension services. Cultural agencies and facilities involved include: the Art Gallery of Ontario, the Royal Ontario Museum, the Royal Botanical Gardens, the Ontario Educational Communications Authority, the Ontario Science Centre, the McMichael Canadian Collection, and public libraries. These agencies develop and administer their own Outreach programs. See also Cult & Rec Festival Ontario, an important part of Outreach Ontario, listed separately in this index.

CULT & REC PERSONNEL BR **416-965-0225**
CULT & REC, PERSONNEL BR performs the personnel functions for the Ministry of Culture and Recreation. For a description of functions see first entry under personnel.

CULT & REC POLICY PLANNING BR **416-965-9942**
CULT & REC, POLICY PLANNING BR. This branch has three functions as the central policy advisory and planning group in the ministry. Policy analysis and coordination function: prepares and monitors all Cabinet policy submissions, initiates and conducts policy investigation, and advises and assists program managers. Program planning and evaluation function: coordinates and implements multi-year planning, budget estimates, etc.; analyzes program activity and advises and assists program managers; provides liaison with Finance and Administration in program planning, financial forecasting, allocation of resources. Research coordination and information function: provides support to policy and program central functions.

CULT & REC PROVINCIAL LIBRARY SERVICES **416-965-2696**
CULT & REC, PROVINCIAL LIBRARY SERVICES is responsible for assistance to public libraries throughout Ontario. Provides

library grants, library by-laws and statistics, and other information assistance. Maintains close liaison with associations related to library functions and develops library services on a province-wide basis. Publishes the Ontario Library Review and In Review: Canadian Books For Children.

CULT & REC ROYAL BOTANICAL GARDENS **416-527-1158**
CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses for children and adults on horticulture and botany, design with plant material, to credit courses at universities. The Royal Botanical Gardens also offers the public extensive information on, and identification of, ornamental plants, native plants, poisonous plants, edible and poisonous mushrooms, and ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

CULT & REC ROYAL ONTARIO MUSEUM **416-978-3690**
CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Sigmund Samuel Gallery of Canadiana at 14 Queen's Park Crescent West and the McLaughlin Planetarium, is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts and archaeology, sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Phone for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, film library and archives, Senior Citizens Club, Explorer's Club and Saturday Morning Club for children. The Royal Ontario Museum (ROM) is located at 100 Queen's Park Cres. in Toronto.

CULT & REC SIMCOE MEMORIAL FOUNDATION **416-965-2673**
CULT & REC, SIMCOE MEMORIAL FOUNDATION is responsible for the upkeep of Wolford Chapel in Devon, England, where Ontario's first Lieutenant Governor, John Graves Simcoe and his wife are buried. The Foundation is also engaged in projects to make better known Simcoe's life and works in Ontario through the educational system, public celebrations, speakers, awards of medallions and portraits, etc.

CULT & REC SPECIAL SERVICES BR **416-965-2625**
CULT & REC, SPECIAL SERVICES BR advises community & regional programs, organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants

on: recreation education advising those who provide professional preparation at colleges and universities; leisure education, training teachers within the school system; leisure counselling, training recreationists of municipalities; recreation research, administering grants in aid of research in recreation. Professional upgrading is promoted through a new certification program. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL). Special Interests Section (965-5665) serves: those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens, women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

CULT & REC SPORTS SERVICES BR **416-965-6546**

CULT & REC, SPORTS SERVICES BR encourages participation in physical activities for enjoyment. Promotes competition in multi-sports games (e.g. regional & provincial Ontario Summer & Winter Games). Provides administrative, consultative and limited financial assistance (grants) to provincial sport governing bodies. The Ontario Sports Administration Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is also funded by this Ministry. Sports Awards Program honours accomplishments made by Ontario athletes and citizens in amateur sport. Coaching Development Program (Tel. 965-6311) improves the calibre of leadership available to amateur sport. Ontario Sports Travelcade (Tel. 965-6311) takes sports and fitness resources around Ontario to help raise the level of expertise among athletes, coaches, etc. The branch encourages physical fitness in individuals by working with community groups, municipalities and industries in the development of fitness programs (965-6311). See also Cult & Rec Office of Athletics Commissioner.

CULT & REC TRANSLATION BUREAU **416-965-2891**

CULT & REC, TRANSLATION BUREAU provides translation services for government ministries and special purpose bodies on a charge-back basis. Also provides a free service for landed immigrants who need official documents translated into English in order to find work or pursue their training in Ontario.

CULT & REC WINTARIO GRANTS **416-965-2390**

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net

profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

CULTURAL

416-965-6763

CULT & REC, ADMIN SERVICES BR, RESOURCE CENTRE and Library maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-6487

CULT & REC, CULTURAL INDUSTRIES BR is involved with the film industry, recording industry, book publishing and periodicals industries. Provides liaison with various levels of government and industries themselves. Does not give grants or loans. Main emphasis is on policy development. Contact regional offices or main office.

416-965-6256

CULT & REC, FESTIVAL ONTARIO will coordinate exhibits from major cultural institutions (e.g.: Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority, Ontario Arts Council, Archives of Ontario, Ontario Film Theatre, Royal Botanical Gardens, McMichael Canadian Collection, etc.) and make these available free of charge to communities to augment festivals or special events. Festival Ontario does not organize festivals. Assists at the request of communities. Contact regional offices or main office.

416-965-0617

CULT & REC, FIELD SERVICES BR. Through six regional and various sub offices in Ontario the Field Services Branch brings into focus the Ministry's program at the local level. By providing consultative services to community groups, this Branch aids in the provision of recreational and cultural activities at the local level. The consulting service is provided to a whole range of local and regional clients

including municipal recreation departments, municipal recreation committees, YMCA's, historical societies, multicultural groups, regional arts councils, etc.

416-965-6621

CULT & REC, MULTICULTURAL DEVELOPMENT BR aims to improve the quality of the social environment in Ontario by facilitating community participation in: multicultural development processes through the encouragement of an appreciation and understanding of specific cultures in our multicultural society; the encouragement of information sharing through intercultural workshops; the promotion within institutions of an awareness and sensitivity to cultural differences; and community development processes through the facilitation of citizen involvement in local decision-making processes. Professional staff provide consultative services, publish handbooks and directories. Multicultural development and community participation grants are available. Contact field offices or main office. The branch assists in the Multicultural History Project (965-0212) sponsored by the Ministry and funded by Wintario. The Project will collect and preserve material about Ontario ethnocultural groups and will make it accessible through the Archives of Ontario.

416-487-6142

CULT & REC, ONTARIO HISTORICAL STUDIES SERIES Project produces comprehensive, scholarly and readable books on the historic development of Ontario. The series is divided into six parts: Bibliography of Ontario History; Biographies of major Premiers; Historical Atlas; Theme studies on aspects of Ontario's economic, social, political and cultural development; General history; and Oral history featuring interviews with people who have played a key role in Ontario's development. The series receives financial support from the Ministry of Culture and Recreation. Contact Ontario Historical Studies Series at Telephone 416 487-6142.

416-961-6262

CULT & REC, ONTARIO LOTTERY CORPORATION manages Wintario & the Provincial lotteries. Proceeds from Wintario are used through the Min. of Culture & Recreation to support one-time physical fitness, sports, recreation & cultural projects. Proceeds from Provincial sales in Ontario will be used initially for health research & related environmental projects through the Health, Labour & Environment ministries. For winning numbers check newspaper on day following draw or read sign posted at retailer's. For Wintario grants information call 965-2390 or contact ministry field offices. For health research grants specify field & write: Strategic Planning & Research Br, Min. of Health, 15 Overlea Blvd.,

Toronto or Pollution Control Br., Min. of the Environment, 135 St. Clair W., Toronto or Occupational Health & Safety Div., Min. of Labour, 400 University Ave., Toronto.

416-965-6256
CULT & REC, OUTREACH ONTARIO is a coordinated program designed to decentralize the province's cultural resources by encouraging cultural institutions to diversify their programs and expand their extension services. Cultural agencies and facilities involved include: the Art Gallery of Ontario, the Royal Ontario Museum, the Royal Botanical Gardens, the Ontario Educational Communications Authority, the Ontario Science Centre, the McMichael Canadian Collection, and public libraries. These agencies develop and administer their own Outreach programs. See also Cult & Rec Festival Ontario, an important part of Outreach Ontario, listed separately in this index.

416-965-2390
CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-7711
IND & TOUR, ONTARIO PLACE CORPORATION operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto, including exhibition pavilions, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, including film showings for conventions and other groups of residents or tourists. Open daily May 21 to Sept. 5 (weekends only Sept. 10 to Oct. 10). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

416-965-2927
TE & IA, ONTARIO QUEBEC PERMANENT COMMISSION (OQPC) promotes and stimulates exchanges between governments, individuals, groups, schools and organizations in Ontario and Quebec to

foster understanding and cooperation between residents of the two provinces. The Commission does not fund or operate programs directly, but encourages Ontario and Quebec ministries responsible for such areas as education and cultural affairs to provide joint support. Also coordinates exchanges between Ontario and Quebec civil servants to permit sharing of views and experiences on common problems of public administration.

CULTURAL EXCHANGES

Cultural Exchanges, see also Civ Serv Staff Training & Development Br, also Ontario-Quebec Permanent Commission.

416-965-5620

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and teachers (tel. 965-5635), and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989) Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Project Japan (965-5629), Teacher Exchange Programs (965-5996). Also operates the Ontario Student Leadership Centre (OSLC) which accepts secondary school students for a series of training courses in leadership through physical education and athletics, music, student government (965-5989). The Student Guidance Information Service (SGIS) (965-9676) provides computerized career and institutional information to schools. Also is responsible for preparation of guidance documents and Ontario Student Record (OSR) material.

CULTURE & RECREATION

Culture & Recreation, Ministry of, see CULT & REC Branch Name.

CURRICULUM

416-965-5375

COLL UNIV, PROGRAM RESOURCES BR develops training standards and outlines, coordinates curriculum, and generally supports the training programs undertaken by the ministry's training delivery branches: College Affairs (Institutional Training), and Industrial Training.

416-965-5982

EDUC, CURRICULUM BR produces curriculum guidelines for use in Ontario from Kindergarten to Grade 13. Produces annotated lists of Canadian curriculum materials for use with above guidelines. Administers the Book Purchase Plan which provides copies of newly approved textbooks to schools. Implements metrication in primary and secondary schools.

Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Initiates and coordinates curriculum input to the ministry and implements curriculum policies. Provides elementary and secondary school broadcasts and related services in cooperation with the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for native peoples.

DAIRY

416-965-3107

AG & FOOD, MILK COMMISSION OF ONTARIO is responsible for policy development in the area of producing, processing and marketing milk and dairy products. The Milk Commission of Ontario also serves as an appeal tribunal for anyone within the industry who feels aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch. Also interprets the Milk Act and its regulations to the public. The Commission issues licences to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid milk and milk products, call the Milk Industry Branch, 965-2411.

416-965-2411

AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. The Milk Quality Program provides for inspection of all dairy farms and monthly testing of raw milk. The Milk Products Program arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing milk products, oleomargarine and edible oils. The Central Milk Testing Laboratory in Guelph analyzes all samples for butterfat, protein and lactose using the Infra Red Milk Analyzer (IRMA) and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

DAMS

416-965-1271

NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry.

Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

DANCE

Dance, see Ontario Arts Council, Arts

DAY CARE

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices re: funding, licensing and supervision of day nurseries; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.); and provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding child care and pre-school education. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For financial questions contact 965-2521. Contact district office.

416-965-5161

GOVT SERV, EMPLOYEE ADVISORY SERVICE provides counselling and referral services in cases where alcohol and drug addiction related problems are affecting the work performance of an Ontario Public Service employee. Assists employees in pension planning, insurance benefits planning, and retirement planning. Provides day care counselling to employees with children aged 4 weeks through 10 years. To contact day care counselling service write or call: Employee Advisory Service, 13th floor, 25 Grosvenor Street, Toronto, tel. 965-9953.

DAY NURSERIES

Day Nurseries, see Day Care

DEAF

416-965-2663

EDUC, SPECIAL EDUCATION BR provides educational programs for some exceptional children outside the normal school structure in Ontario schools for the blind and deaf and in 12 developmental centres schools for the retarded and emotionally disturbed. Operates Belleville Teacher Education & Media Centre to train teachers of the deaf. School boards may use resources of these schools and special education officers in assessment, counselling, teacher training and for teaching materials. Advises special education officers and recommends program policy for exceptional students in local schools. In cases of children with learning disabilities, the branch provides counselling, resources and general guidelines to school boards for the school boards' programs

within the school system. Coordinates Ministry summer courses for teachers in special education.

DEALERS

Dealers, see subject involved, e.g. periodicals, real estate, securities, vehicles.

DEATH DUTIES

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation Tax (965-1774).

DEATHS

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of the statutory fee of $3.00 each. Provision is made for correction of errors in registrations. Contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

416-965-6678

SOL GEN, CHIEF CORONER'S OFFICE, 26 Grenville St., Toronto M7A 2G9 investigates sudden and violent deaths; warns the public re prevention of similar deaths; orders autopsies for medical legal reasons; conducts inquests; signs certificates for cremation and for shipment of bodies out of Ontario; completes medical certificates of death in coroners' cases. Administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Supplies Schools of Anatomy in Ontario with donated or unclaimed bodies and inspects these schools. To contact Regional Coroners, York Region, phone 416-965-6678, Toronto; Niagara Region, phone 416-684-4776, St. Catharines; Kenora Region, phone 807-223-6956, Dryden; South Georgian Bay Region, 705-645-8733, Bracebridge; Nipissing Region, 705-746-2123,

Parry Sound; East Central Region, 613-966-4944, Belleville.

416-965-1554
SOL GEN, FORENSIC PATHOLOGY BR assists in determining the cause of deaths in unusual circumstances and in unveiling concealed homicides through autopsies & biological and other techniques of forensic science. Supervises regional pathologists. Supports pathologists' and law enforcement officers' continuing education in legal medicine and sudden death investigations.

DEBENTURES

416-965-2041
CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status, registration of corporation securities (mortgages, bonds, debentures). Can supply copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

416-965-1662
CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by companies, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-965-2914
TE & IA, FINANCE MANAGEMENT BR issues and retires Province Ontario debt securities (debentures) and treasury bills. Manages provincial cash resources. Monitors provincial income and expenditure cash flow.

416-965-6691
TE & IA, SECURITIES BR acts as transfer agent for the province in domestic and foreign capital markets and in provincial borrowing (Province of Ontario debt securities, debentures, bonds) to ensure prompt interest payment and to supply information on transfer requirements to investors. Keeps in trust security deposits made by the public when required by provincial programs.

DEBT

Debt, see also Credit

416-965-5591
ATT GEN, REFEREE of the SMALL CLAIMS COURTS of the Judicial District of York assists people with counselling on debt problems, particularly with summonses and garnishments before and after judgment. Public must telephone for appointment and bring complete information regarding income, expenses, debts and creditors. The Small Claims Court Referee's mailing address is: 425 University Ave., Rm.201, Toronto M4G 1T6.

DEBT SECURITIES
Debt Securities, see Debentures

DEFAULTED FINES

416-965-4223
ATT GEN, MANAGEMENT AUDIT BR is responsible for the Ministry's audit functions. For a description of activities see the first entry under audit. The branch also administers the Defaulted Fines Control Centre (driver licence suspension system). Contact 965-3711, 965-9012 or 965-0296.

416-965-1578
TR & COMM, DRIVER CONTROL OFFICE ensures that Ontario drivers are competent to operate vehicles; keeps records to identify problem drivers. Runs demerit point system; issues warnings; conducts interviews, re-examinations, and suspends and reinstates licences as required by statute. Checks collision reports to determine need for re-examinations, medical or vision certificate. Contact regional offices. Re suspensions under the Motor Vehicle Accident Claims Act, call CCR Motor Vehicle Accident Claims, Tel. 965-6701. For fines non-payment, call Defaulted Fines Control Centre under the Ministry of the Attorney General, Tel. 965-3711.

DELINQUENTS
Delinquents, see also Corr Serv Delinquency Prevention & Native Programs.

416-965-1818
COMM SOC, CHILD WELFARE BR INSTITUTIONS provides individual groups and social agencies with grants and assistance in planning, construction, purchase of facilities and long term development of residential treatment services such as substitute homes, maternity homes for unwed mothers and a few homes for the retarded and physically handicapped. Homes treat emotionally disturbed children and youth, drug abusers and delinquents to help them become self-reliant. Also licenses these institutions. Contact district office.

DEMERIT POINT

416-965-1578

TR & COMM, DRIVER CONTROL OFFICE ensures that Ontario drivers are competent to operate vehicles; keeps records to identify problem drivers. Runs demerit point system; issues warnings; conducts interviews, re-examinations, and suspends and reinstates licences as required by statute. Checks collision reports to determine need for re-examinations, medical or vision certificate. Contact regional offices. Re suspensions under the Motor Vehicle Accident Claims Act, call CCR Motor Vehicle Accident Claims, Tel. 965-6701. For fines non-payment, call Defaulted Fines Control Centre under the Ministry of the Attorney General, Tel. 965-3711.

DEMOGRAPHIC

Demographic, see Population.

DENTAL

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs to municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities, supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care for prescribed drugs, prosthetic, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-5036

HEALTH, HEALTH PROMOTION BR DENTAL Consultants provide consultation to health agencies in Ontario on preventive dental care and dental health (Contact local Public Health agency). Provide grants to dentists in underserviced areas. Deal with all Ministry policy about dental care. See also other sections in Health Health Promotion Br described separately.

416-965-5884

HEALTH, HEALTH PROMOTION BR NUTRITION Consultants provide consultation to health agencies on nutrition, food budgeting, meal planning, obesity control, dental and prenatal care and

care for senior citizens. See also other sections in Health Health Promotion Br described separately.

DENTISTS

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has three main functions: Advises the Minister of Health on policy formulation, and provides administrative support and coordination for the Minister's functions under the Health Disciplines Act; provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear appeals from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and nursing.

416-965-5036

HEALTH, HEALTH PROMOTION BR DENTAL Consultants provide consultation to health agencies in Ontario on preventive dental care and dental health (Contact local Public Health agency). Provide grants to dentists in underserviced areas. Deal with all Ministry policy about dental care. See also other sections in Health Health Promotion Br described separately.

416-965-2181

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, chiropodists, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to the OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

416-965-5887

HEALTH, STRATEGIC PLANNING & RESEARCH BR provides health research grants for the following purposes: to support applied and developmental health research mainly based at Health Sciences Complexes, including hospitals (principal

areas that qualify are operational, epidemiological and developmental research projects involving training or service, as well as acupuncture research); to support innovations in the organization and delivery of health service including the evaluation of health care; to support community programs teaching primary ambulatory care to health professionals on a team-care approach; to encourage physicians (965-1170) and dentists (965-5036) to set up practices in underserviced areas; and to attract individuals to priority health training programs. Recognized health & research development organizations in Ontario may apply for the Provincial Lottery funds for health research by writing to: Director, Strategic Planning & Research Br, Ministry of Health, 15 Overlea Blvd., Toronto M4H 1A9.

DENTURE THERAPISTS

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has three main functions: Advises the Minister of Health on policy formulation, and provides administrative support and coordination for the Minister's functions under the Health Disciplines Act; provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear appeals from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and nursing.

DEPTH CHARTS

Depth Charts, see Maps

DERELICT MOTOR VEHICLES

Derelict Motor Vehicles, see Env Pollution Control Br Municipal & Private Section, also Waste Disposal Sites.

DESERTED WIVES

Deserted wives, see Att Gen Provincial Courts Family Div.

DESIGN FOR DEVELOPMENT

416-965-7081

TE & IA, ECONOMIC DEVELOPMENT BR coordinates the preparation of development strategies for the regions of Ontario in consultation with other provincial ministries and local governments. Reviews and updates planning policies as outlined in Design For Development series. Contact: for general information, 965-7081; Central Ontario, Eastern Ontario, Northwestern Ontario and Northeastern Ontario

Regions, 965-7081; Southwestern Ontario Region, 965-2296.

DESIGN SERVICES
Design Services, see Govt Serv, Design Services Br.

DETENTION CENTRES
Detention Centres, see Correctional Institutions

DETOXIFICATION CENTRES
Detoxification Centres, see Health Consulting Services Br.

DEVELOPERS
Developers, see Builders

DIAL-A-BUS

416-248-3938
TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics; i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving; i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highway lighting design, implication of energy future, etc.

416-248-3771
TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Transit Systems Program conducts research in transit (wheel & rail) technology including the stability and curving of rail vehicles; design for elevated light rail transit and highway bridges; electrical motor performance and battery powered electric vehicles; alternate transit systems such as car pooling, and dial-a-bus studies; and transit systems reliability to aid in planning.

DIESEL FUEL

416-965-6352
REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, aviation fuel, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco,

cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors.

DIPLOMAS

416-965-2654

EDUC, CORRESPONDENCE EDUCATION BR provides Ontario residents with the opportunity to obtain or supplement elementary and secondary education through correspondence courses. All courses have the same credit values as those offered by an Ontario elementary, secondary or inspected private school and certificates are given to students upon the successful completion of courses. The Branch also presents secondary school graduation diplomas and secondary school honour graduation diplomas to qualified students. For details about eligibility, courses and services of the branch, call 965-2657 or write to: Correspondence Education Branch, 909 Yonge St., Toronto M4W 3G2, or contact Ministry's Regional Services Branch which can provide application forms and information pamphlets.

416-965-2609

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of elementary & secondary school teaching certificates (965-2600); evaluation of teaching qualifications (965-6126); evaluation of academic qualifications, including those of Ontario landed immigrants (965-1357); admission of teachers to Ministry summer courses (965-4487); secondary school diplomas, scholarships (965-7291); secondary school bursaries (965-6126); transcripts of student records (965-5384); transcripts of teacher training courses (965-2600); and inspection of private schools (965-6802). The Branch evaluates foreign education documents at the elementary and secondary school levels for employment and study purposes.

DISABILITY

Disability, see also Disabled

416-965-5395

COMM SOC, MEDICAL ADVISORY BOARD acts in an advisory capacity to the Director, Provincial Benefits Br regarding queries on applicants applying for and decisions on disability allowances.

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation

and training programs. Provides necessary restorative services. Capital and operating grants are available to approved sheltered workshops. Operating and debt retirement assistance available for half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-226-2700

EDUC, TEACHERS SUPERANNUATION COMMISSION provides pensions for teachers upon retirement or early retirement because of physical or mental disability. Also provides income to widowed spouse or orphans of a deceased teacher.

416-965-2097

GOVT SERV, PUBLIC SERVICE Superannuation Board recommends payments of annuities, pensions and disability benefits and approves applications in respect of past service credits and pension credit transfers. The Public Service Superannuation Board also hears appeal from contributors, pensioners or dependents against administrative decisions. Pensions for Ontario Public Service employees are handled by Employee Benefits Branch (965-2097). Private pension plans should be referred to the Pension Commission of Ontario (965-2961).

416-965-9868

HOUSING, OHC TENANT PLACEMENT accepts and processes applications for rent-geared-to-income housing within Metropolitan Toronto. Applications accepted in person or by mail addressed to Housing Registry, Ontario Housing Corporation, 101 Bloor St. W., Toronto (tel. 965-9915). Applicants must have 12 months residency within Metro Toronto in the past 5 years. Rent-geared-to-income program provides accommodation for families but will consider senior citizens and persons with permanent disability. Housing is offered to families in greatest need when vacancies occur.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. A claimant who does not agree with a WCB decision may appeal his or her case. In addition, the Board underwrites the educational programs of nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre (H&RC) is in Downsview

(Northwest Toronto). The Board maintains two information offices in Toronto and area offices in eight other Ontario cities. The WCB reports through the Minister of Labour to the Legislature. Contact Head Office or area offices.

DISABLED

See also Disability

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to $150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single mothers, permanently unemployable fathers, foster children, etc.).

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT PROGRAM provides prescribed drugs free of charge to senior citizens (65 yrs. or older) who have resided in Ontario for the past 12 months. In addition, persons receiving Family Benefits Act (FBA) & General Welfare Act (GWA) assistance are eligible, as well as those receiving vocational rehabilitation assistance, Homes For Special Care and Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to the drug benefit. Federal Old Age Security (OAS) pensioners automatically get this card, but those over 65 who are not OAS pensioners must

apply. Application forms available at most pharmacies or by writing to: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly drug benefit cards. To be approved, drugs must be listed in the Drug Benefit Formulary which provides quality and cost control; prescribed by a doctor or a dentist; and obtained in Ontario.

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DISADVANTAGED PERSONS

Disadvantaged Persons, see Handicapped.

DISCLOSURE

416-965-2880

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (Phone: 965-6550). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (Phone: 965-2877). Investigates complaints about brokers and salesmen of securities and about actions by companies affecting the value of securities (phone: 965-2874). Handles registration of securities dealers, salesmen, underwriters and advisers (Phone: 965-6578).

DISCRIMINATION

416-965-6841

ONTARIO HUMAN RIGHTS COMMISSION administers the Ontario Human Rights Code to achieve equal treatment for all people in the areas of employment, housing, public accommodation such as hotels and restaurants, and related advertising, regardless of race, creed, colour, age, sex, marital status,

nationality, ancestry or place of origin. Complaints of discrimination are investigated and conciliated. Educational efforts are made to eliminate prejudice. Publications on human rights are available. Community problem-solving in tense situations is undertaken. The Commission reports to the Legislature through the Minister of Labour. Contact regional offices.

DISEASE

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls fruit and vegetable dealers. Issues licences to nurseries, and controls disease found in them. Licenses controlled atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) producing, packaging, wholesaling and retailing. Contact county or district office.

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six veterinary laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control diseases of poultry; and the Fur Farms Act, requiring licences of fur farmers.

416-965-2528

HEALTH, CLINIC SERVICES BR Chest Disease Service (965-2301) provides diagnostic services and ambulatory treatment for tuberculosis and other respiratory diseases through district chest clinics. Conducts chest examination of miners. Also processes applications of prospective immigrants with chest problems.

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, Public Health Engineering Section collects and evaluates data on the quality of the water supply in recreation areas and on the analysis of drinking water. Provides engineering advice on

control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

416-965-4058

HEALTH, COMMUNITY HEALTH PROTECTION BR, VD (venereal disease) clinics for the diagnosis and treatment of VD are located throughout the province. Provides advice to physicians re management of VD cases and educates public on all aspects of venereal disease. Contact local Public Health unit. In Metro Toronto call any time Tel. 965-3333. Grants are available for VD clinics administered by hospitals or local Boards of Health. See also other sections in Health Community Health Protection Br described separately.

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and animals (zoonoses), such as rabies, salmonellosis, brucellosis, etc. The Veterinary Consultants advise Public Health Officers and physicians. Project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-965-4094

HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable diseases by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

416-248-3196

HEALTH, LABORATORY SERVICES BR has laboratories throughout the province which perform tests to assist in diagnosis, prevention and treatment of disease. The Laboratory Services Branch serves doctors, hospitals, other ministries, and analyzes drinking water for the general public. For drinking water specimen mailing kits call 248-3171.

DISTRICT HEALTH COUNCILS

416-965-8059

HEALTH, COMMUNITY HEALTH SERVICES AREA PLANNING Coordinators. The five Area Planning Coordinators promote the establishment of local health planning bodies (District Health Councils), and foster health planning and coordination activities throughout their areas. Act as prime Ministry contact for health planning and coordination.

DISTRICTS

Districts, see Municipalities

DIVORCE

416-965-2831

ATT GEN, CROWN LAW OFFICE, CIVIL Law provides litigious service in all levels of courts, boards and tribunals. Provides professional advice and legal opinions to all Ontario government ministries and agencies. Answers inquiries from the public on statutes administered by the Ministry of the Attorney General. Conducts prosecutions including prosecutions under provincial legislation. Deals with constitutional questions. Acts as Queen's Proctor in divorce matters.

416-965-1865

ATT GEN, OFFICIAL GUARDIAN represents the civil rights of persons under a legal disability usually under 18 years of age, or mentally incompetent, as well as unborn and absentee persons. The Official Guardian also makes recommendations to the Court regarding the care, custody and maintenance of children in divorce cases. The Official Guardian's jurisdiction is province-wide.

416-965-5545

ATT GEN, SUPREME COURT of ONTARIO, the highest civil court in the province, consists of three divisions: the High Court of Justice, the trial division; the Divisional Court of the High Court, with jurisdiction to hear certain appeals; and the Ontario Court of Appeal, which hears only appeals and is the highest court in the province. With certain exceptions, any party before the High Court may demand a trial by judge and jury. The new Family Law Division of the High Court (965-7418) handles trials of divorce actions and motions relating to disputes between husband and wife or parents and children, e.g. infant custody, maintenance and/or support. There is a local office of the Supreme Court in every county or district. The Divisional Court and Court of Appeal sit in Toronto.

416-965-5545
ATT GEN, SUPREME COURT OF ONTARIO REGISTRAR'S Office, Judicial District of York handles inquiries regarding civil litigation commenced in this district, including divorce actions as to state of action (965-5582). Provides certified copies of court documents, e.g. final divorce decree (965-5563). For listing of cases for trial, contact 965-7418 for divorce and 965-7415 for cases other than divorce. Outside this Judicial District, contact county or district Supreme Court Registrar. Questions about legal rights and advice should be referred to a lawyer.

416-965-1687
CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of the statutory fee of $3.00 each. Provision is made for correction of errors in registrations. Contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

DOCKS

416-965-1271
NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

DOCTORS

Doctors, see Physicians.

DOMESDAY BOOK

416-965-2741
NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) conducts land acquisition for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also

answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing of prospector's licences, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown lands. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls, carries out forfeiture process for patented mining lands.

DRAINAGE

416-965-9433

AG & FOOD, FOODLAND DEVELOPMENT BR reviews official plans, environmental assessments and project proposals for their land use planning implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land held by the government for future development. Administers the Tile Drainage Act and the Drainage Act which provide financial assistance to improve productivity of agricultural land. Administers the Agricultural Tile Drainage Installation Act, 1972 which provides for the issuance of licences for, and inspection of, tile drainage contractors, their machines and machine operators.

DRAINAGE BASINS

Drainage Basins, see Basins

DRAMA

Drama, see Ontario Arts Council, Theatre

DRINKING WATER

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, Public Health Engineering Section collects and evaluates data on the quality of the water supply in recreation areas and on the analysis of drinking water. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

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Branch serves doctors, hospitals, other ministries, and analyzes drinking water for the general public. For drinking water specimen mailing kits call 248-3171.

DRIVE-IN THEATRES

Drive-In Theatres, see Theatres

DRIVERS

416-965-7523

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, METRO TORONTO deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Court offices (965-7515). For inquiries re: payment of fines following conviction, and drivers licence licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the Court's branches or to the Bail Office at 965-7522. Civil marriages ceremonies are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

416-965-6701

CCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC) compensates victims of accidents caused by drivers of uninsured, stolen and hit and run vehicles by administering the Motor Vehicle Accident Claims Act.

416-965-4456

SOL GEN, OPP, CENTRAL RECORDS & COMMUNICATIONS BR maintains a central police records centre, the Ontario Provincial Police (OPP) teletype network, and Canadian Police Information Centre (CPIC) computer terminals at OPP installations. The branch provides management information; also disseminates information relating to criminal activities, suspended Ontario drivers, and vehicle registration data to law enforcement agencies.

416-965-1578

TR & COMM, DRIVER CONTROL OFFICE ensures that Ontario drivers are competent to operate vehicles; keeps records to identify problem drivers. Runs demerit point system; issues warnings; conducts interviews, re-examinations, and suspends and reinstates licences as required by statute. Checks collision reports to determine need for re-examinations, medical or vision certificate. Contact regional offices. Re suspensions under the Motor Vehicle Accident Claims Act, call CCR Motor Vehicle Accident Claims, Tel. 965-6701. For fines non-payment, call Defaulted Fines Control Centre under the

Ministry of the Attorney General, Tel. 965-3711.

416-965-7143
TR & COMM, DRIVER LICENSING OFFICE issues an appropriate drivers licence to all eligible applicants in Ontario, including learners permits, renewals, replacements and corrections of licences. Collects and refunds appropriate fees to drivers. Maintains statistics on collisions. For driver examination contact regional or district offices.

416-248-7154
TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through five Regional and thirteen District Offices in Ontario, serves the public by administering programs for the examination of drivers and for the safety and mechanical fitness inspection of vehicles. Driver licensing involves examination of applicants for operator's licences, chauffeur's licences, motorcycle licences, and for authority to drive a school bus. Issues annual, project, single trip and farm permits. Contact regional or district offices. In Metro Toronto, call Central Region, 248-7163.

416-248-3548
TR & COMM, PROGRAM DEVELOPMENT BR determines regulatory program needs of drivers and private and commercial vehicles by conducting an annual evaluation of their performance; develops new programs and strategies to meet Ontario's social, economic, environmental and technological needs; establishes standards for drivers and vehicles; develops and modifies procedures for standards enforcement; prepares drafts for proposed legislation and regulations.

DRUG ABUSERS

416-965-1818
COMM SOC, CHILD WELFARE BR INSTITUTIONS provides individual groups and social agencies with grants and assistance in planning, construction, purchase of facilities and long term development of residential treatment services such as substitute homes, maternity homes for unwed mothers and a few homes for the retarded and physically handicapped. Homes treat emotionally disturbed children and youth, drug abusers and delinquents to help them become self-reliant. Also licenses these institutions. Contact district office.

416-595-6100
HEALTH, ADDICTION RESEARCH FOUNDATION (ARF) conducts research and demonstration treatment, provides educational and consultative services, and publishes material in the alcohol and drug field. Information is available about various social services for people concerned with psychoactive drugs

including alcohol. The Addiction Research Foundation library's extensive collection of research reports, books and audio-visual material is open to the public (Tel. 595-6144). Inpatient and outpatient treatment for alcoholics and drug abusers and addicts is available through the Clinical Institute (595-6021), an 80-bed research and teaching hospital affiliated with University of Toronto. Community consultation and treatment referral is available from ARF branches throughout Ontario.

DRUG BENEFIT

416-965-6686

HEALTH, DRUGS & THERAPEUTICS BR establishes and maintains quality and cost control standards for drugs. This includes evaluation and assessment of all drugs on the basis of safety, quality and therapeutic efficacy. Analytical testing is carried out as part of this assurance activity. The Branch provides professional advisory services to the Ministry, government agencies and institutions, professional groups, the pharmaceutical industry and the public on pharmaceutical services, pharmacology and therapeutics. Publishes and distributes the Ontario Drug Benefit Formulary and the PARCOST Comparative Drug Index that lists drugs assessed for quality and therapeutic value. When prescribed by a doctor or a dentist, drugs listed in the Formulary are obtained free of charge by Ontario Drug Benefit recipients. Also establishes standards of quality & cost for drugs & pharmaceutical service in hospitals, nursing homes, government institutions and Homes for the Aged.

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT PROGRAM provides prescribed drugs free of charge to senior citizens (65 yrs. or older) who have resided in Ontario for the past 12 months. In addition, persons receiving Family Benefits Act (FBA) & General Welfare Act (GWA) assistance are eligible, as well as those receiving vocational rehabilitation assistance, Homes For Special Care and Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to the drug benefit. Federal Old Age Security (OAS) pensioners automatically get this card, but those over 65 who are not OAS pensioners must apply. Application forms available at most pharmacies or by writing to: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly drug benefit cards. To be approved, drugs must be listed in the Drug Benefit Formulary which provides quality and cost control; prescribed by a doctor or a dentist; and obtained in Ontario.

DRUGS

Drugs, see also Drug Abusers, Drug Benefit

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs to municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities, supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care for prescribed drugs, prosthetic, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

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416-965-8114
SOL GEN, OPP, SPECIAL INVESTIGATION BR provides assistance to Crown attorneys and law enforcement agencies including Chiefs of Police and other government agencies which deal with liquor licensing, liquor laws infractions, gambling, and suppression of illegal drugs.

DUMPS

Dumps, see Waste Disposal Sites

DUTY-FREE STORES

416-965-4911

CCR, LIQUOR CONTROL BOARD OF ONTARIO (LCBO) oversees the distribution and sale of liquor (spirits, alcohol, ale, beer and wines) for home consumption and to licensed establishments in government stores throughout Ontario. The Liquor Control Board imports special orders of products not normally carried. Special rare wine and spirits cellars are operated in Toronto and eventually in Ottawa, to stock only high quality products in limited supply. Consultants are available in many metropolitan areas to advise on choosing wine. Duty-free stores at the Toronto International Airport sell liquor to foreign-bound passengers. Age of Majority cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from LCBO stores and brewers retail outlets.

EASEMENTS

Easements, see Rights of Way

EASTERN ONTARIO DEVELOPMENT CORPORATION

416-965-4622

IND & TOUR, THE DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by: financial assistance through incentive and term loans and bank guarantees; providing sites, facilities and services in two industrial parks: providing technical, business and financial information and advice. Tourist operations, secondary manufacturing industries, and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and techniques, financing exports, and installing pollution control equipment. Contact corporation regional office.

ECONOMIC

416-965-1064

AG & FOOD, ECONOMICS BR undertakes research into economic aspects of agriculture, including production, marketing, land use planning, rural sociology, statistics, loans to cooperatives.

416-487-6142

CULT & REC, ONTARIO HISTORICAL STUDIES SERIES Project produces comprehensive, scholarly and readable books on the historic development of Ontario. The series is divided into six parts: Bibliography of Ontario History; Biographies of

major Premiers; Historical Atlas; Theme studies on aspects of Ontario's economic, social, political and cultural development; General history; and Oral history featuring interviews with people who have played a key role in Ontario's development. The series receives financial support from the Ministry of Culture and Recreation. Contact Ontario Historical Studies Series at Telephone 416 487-6142.

416-965-7119

IND & TOUR, ECONOMIC ANALYSIS & RESEARCH BR, Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request. Tourism and Services Research Section (965-5725) develops and maintains an effective data base and data-related information service for the tourism sector in Ontario, and provides a research service to support and direct Ministry activities such as the Interministerial Tourism and Outdoor Recreation Planning Study (TORPS).

416-965-6566

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturers, energy, forest industries, call 965-7078; credit unions, registration of mortgages, health expenditure, mines, call 965-3792; gross provincial product & economic accounts for Ontario, call 965-4801; demographic and social statistics estimates and projections, call 965-2217.

416-965-5454

TE & IA, ECONOMIC ANALYSIS BR monitors economic and social developments in Ontario, Canada and elsewhere. Provides provincial government with consultative services on short-term consequences for Ontario of proposals from government and the public. Studies include natural resources, transportation, energy and labour aspects.

416-965-7081

TE & IA, ECONOMIC DEVELOPMENT BR coordinates the preparation of development strategies for the regions of Ontario in consultation with other provincial ministries and local governments. Reviews and updates planning policies as outlined in Design For Development series. Contact: for general information, 965-7081; Central Ontario, Eastern Ontario, Northwestern Ontario and Northeastern Ontario Regions, 965-7081; Southwestern Ontario Region, 965-2296.

416-965-2999

TE & IA, ECONOMIC POLICY BR researches and advises the Ministry on medium and long term socio-economic policies and strategies. Studies foreign investment, foreign trade policy, Competition Act, housing, energy, and anti-inflation programs.

416-965-4315

TE & IA, ONTARIO ECONOMIC COUNCIL is an advisory group reporting to the Government on a wide range of economic and other matters, such as urban affairs, social security, health and education policy. The Ontario Economic Council (OEC) coordinates its work with the Economic Council of Canada and government ministries. The OEC publishes an annual report which details research publications and work in progress.

416-248-3634

TR & COMM, ECONOMIC POLICY OFFICE develops economic policies for the transportation sector. Assists small business with shipping problems. Divided into three sections: Modal Studies (248-3744); Forecasting and Market Studies (248-3756); and Transportation Pricing (248-3634).

EDIBLE OILS

416-965-2411

AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. The Milk Quality Program provides for inspection of all dairy farms and monthly testing of raw milk. The Milk Products Program arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing milk products, oleomargarine and edible oils. The Central Milk Testing Laboratory in Guelph analyzes all samples for butterfat, protein and lactose using the Infra Red Milk Analyzer (IRMA) and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

EDUC BUDGET SERVICES BR **416-965-5342**
EDUC, BUDGET SERVICES BR is responsible for preparation of multi-year plan and preparation and coordination of annual estimates. Monitors expenditure trends and provides analytical support services to the Ministry.

EDUC COMMUNICATIONS SERVICES BR **416-965-6407**
EDUC, COMMUNICATIONS SERVICES BR is the information service for the Ministry of Education. For a description of activities see first entry under information service. In addition its Library Services Section provides the Ministry of Education with library services, a newspaper clipping service, conference information, and selective dissemination of information relevant to ministry projects.

EDUC CORRESPONDENCE EDUCATION BR **416-965-2654**
EDUC, CORRESPONDENCE EDUCATION BR provides Ontario residents with the opportunity to obtain or supplement elementary and secondary education through correspondence courses. All courses have the same credit values as those offered by an Ontario elementary, secondary or inspected private school and certificates are given to students upon the successful completion of courses. The Branch also presents secondary school graduation diplomas and secondary school honour graduation diplomas to qualified students. For details about eligibility, courses and services of the branch, call 965-2657 or write to: Correspondence Education Branch, 909 Yonge St., Toronto M4W 3G2, or contact Ministry's Regional Services Branch which can provide application forms and information pamphlets.

EDUC COUNCIL ON FRENCH LANGUAGE SCHOOLS **416-965-2190**
EDUC, COUNCIL ON FRENCH LANGUAGE SCHOOLS ensures the continuing development of education for French-speaking students in Ontario. The Council advises the Minister of Education and his Deputy on all matters pertaining to French language schools.

EDUC CURRICULUM BR **416-965-5982**
EDUC, CURRICULUM BR produces curriculum guidelines for use in Ontario from Kindergarten to Grade 13. Produces annotated lists of Canadian curriculum materials for use with above guidelines. Administers the Book Purchase Plan which provides copies of newly approved textbooks to schools. Implements metrication in primary and secondary schools. Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Initiates and coordinates curriculum input to the ministry

and implements curriculum policies. Provides elementary and secondary school broadcasts and related services in cooperation with the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for native peoples.

EDUC EDUCATION DATA PROCESSING BR **416-965-6669**

EDUC, EDUCATION DATA PROCESSING BR provides the ministry with data processing services and, through a cooperative remote job entry network, to a broad segment of the provincial educational community. Designs and maintains systems for the ministry, some boards of education and schools. Systems include: the Student Guidance Information Service which offers career and educational planning information to students, the Student Scheduling System to test the viability of class scheduling timetables, the Personnel Payroll Administration System for school boards.

EDUC FINANCIAL MANAGEMENT BR **416-965-2611**

EDUC, FINANCIAL MANAGEMENT BR, besides the normal functions of financial management (965-2611), accounting (965-2612), and audit (965-5833), collects outstanding loans made under the Ontario Student Aid Loan Plan, a student aid program discontinued in 1964. Also collects fees for summer courses offered to teachers and for duplicates of students' transcripts and teachers' certificates.

EDUC INFORMATION SYSTEMS & RECORDS BR **416-965-2609**

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of elementary & secondary school teaching certificates (965-2600); evaluation of teaching qualifications (965-6126); evaluation of academic qualifications, including those of Ontario landed immigrants (965-1357); admission of teachers to Ministry summer courses (965-4487); secondary school diplomas, scholarships (965-7291); secondary school bursaries (965-6126); transcripts of student records (965-5384); transcripts of teacher training courses (965-2600); and inspection of private schools (965-6802). The Branch evaluates foreign education documents at the elementary and secondary school levels for employment and study purposes.

EDUC LANGUAGES OF INSTRUCTION COMMISSION **416-965-3155**

EDUC, LANGUAGES OF INSTRUCTION COMMISSION of Ontario was established to help resolve disputes between school boards and parents over the provision of education programs in the language of a minority group, French or English as the case may be.

EDUC MANAGEMENT SERVICES BR **416-965-2308**

EDUC, MANAGEMENT SERVICES BR supplies the ministry with administrative services. For a description of functions see first entry under administrative services. Maintains micro files on teachers. Responsible for records and forms management, administrative systems, purchasing, word processing centre, warehouse and distribution centre and copycentres.

EDUC PERSONNEL BR **416-965-2222**

EDUC, PERSONNEL BR performs the personnel functions for the Ministry of Education. For a description of branch activities, see first entry under personnel.

EDUC PROFESSIONAL DEVELOPMENT BR **416-965-2667**

EDUC, PROFESSIONAL DEVELOPMENT BR administers summer courses for teachers (965-2664). Coordinates teachers' winter courses which are sponsored by local school boards and approved by regional offices (965-2450). Arranges teacher and school board personnel exchange programs within Ontario and across Canada, (965-9667). Administers examination of supervisory officers after completion of pre-service and in-service training (965-9672). Provides financial assistance for French language professional development activities for teachers (965-9667). Provides staff training and development to ensure improvement and advancement of Ministry personnel (965-2680).

EDUC REGIONAL SERVICES **416-965-5606**

EDUC, REGIONAL SERVICES inform school systems about Ministry programs and policies and ensure that policies are carried out. Inform the Ministry about activities and issues in school systems; make recommendations for action and policy formulation. Assist school boards to develop means of evaluating their programs; offer program administration support to those boards whose size precludes an administrative structure. Maintain liaison with the public, universities, faculties of education, other ministries and related bodies. There are nine Regional Services Offices in Ontario.

EDUC RESEARCH & EVALUATION BR **416-965-3141**

EDUC, RESEARCH & EVALUATION BR disseminates education research results to school boards and to the public. Provides grants for educational research proposed by qualified researchers in Ontario educational organizations (phone: Toronto 965-3141). Publishes research findings on Ministry research contracts and grants through the Ontario Government Bookstore. Develops and coordinates educational evaluation systems.

EDUC SCHOOL BUSINESS & FINANCE BR **416-965-2947**

EDUC, SCHOOL BUSINESS & FINANCE BR sets standards for, advises on, and supervises audits of school boards. Determines how provincial grants to local boards will be distributed. Provides architectural advice to all boards and to ministry on building needs, for construction of elementary and secondary schools. Conducts research in energy conservation in schools.

EDUC SPECIAL EDUCATION BR **416-965-2663**

EDUC, SPECIAL EDUCATION BR provides educational programs for some exceptional children outside the normal school structure in Ontario schools for the blind and deaf and in 12 developmental centres schools for the retarded and emotionally disturbed. Operates Belleville Teacher Education & Media Centre to train teachers of the deaf. School boards may use resources of these schools and special education officers in assessment, counselling, teacher training and for teaching materials. Advises special education officers and recommends program policy for exceptional students in local schools. In cases of children with learning disabilities, the branch provides counselling, resources and general guidelines to school boards for the school boards' programs within the school system. Coordinates Ministry summer courses for teachers in special education.

EDUC STUDENT ACTIVITIES & SPECIAL PROJECTS **416-965-5620**

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and teachers (tel. 965-5635), and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989) Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Project Japan (965-5629), Teacher Exchange Programs (965-5996). Also operates the Ontario Student Leadership Centre (OSLC) which accepts secondary school students for a series of training courses in leadership through physical education and athletics, music, student government (965-5989). The Student Guidance Information Service (SGIS) (965-9676) provides computerized career and institutional information to schools. Also is responsible for preparation of guidance documents and Ontario Student Record (OSR) material.

EDUC SUPERVISION & LEGISLATION BR LEGISLATION **416-965-2060**

EDUC, SUPERVISION & LEGISLATION BR, LEGISLATION Section, besides providing legal services to the Ministry of Education, provides information and advice to school boards, municipalities, teachers and the public about education legislation that affects their rights duties and

responsibilities.

EDUC SUPERVISION & LEGISLATION BR SUPERVISION **416-965-2228**
EDUC, SUPERVISION & LEGISLATION BR, SUPERVISION Section serves as a main channel of communication between the Ministry and private schools, correctional and National Defence Schools, organizations of teachers, principals, trustees and school officials. Advises on all aspects of school administration. The office of the Provincial School Attendance Counsellor is located at this branch.

EDUC TEACHER EDUCATION BR **416-965-1341**
EDUC, TEACHER EDUCATION BR approves and supervises programs of teacher education offered by teacher education institutions and administers Ontario Teacher Education College (Hamilton & Toronto). Sets policy concerning regulations relating to certification of teachers, vice-principals and principals.

EDUC TEACHERS SUPERANNUATION COMMISSION **416-226-2700**
EDUC, TEACHERS SUPERANNUATION COMMISSION provides pensions for teachers upon retirement or early retirement because of physical or mental disability. Also provides income to widowed spouse or orphans of a deceased teacher.

EDUCATION
Education, Ministry of, see EDUC Branch Name

416-965-5095
COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices re: funding, licensing and supervision of day nurseries; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.); and provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding child care and pre-school education. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For financial questions contact 965-2521. Contact district office.

416-965-8392
CORR SERV, EDUCATION BR administers educational programs and ensures that they meet the needs of inmates in training schools and adult training centres across the province. Develops curricula and provides teachers with professional supervision.

416-965-0598
CULT & REC, ADVISORY COUNCIL on FRANCO-ONTARIAN AFFAIRS is an

advisory body to make recommendations to the Minister of Colleges & Universities and the Minister of Culture & Recreation on any matter for which their ministries are responsible and which affect Franco-Ontarians or on any matter which one or both ministers may refer to the Council for consideration. The Council maintains close liaison with the French community in order to be well informed of the needs of Franco-Ontarians in the fields of post-secondary education, culture and recreation.

416-429-4100

CULT & REC, ONTARIO SCIENCE CENTRE conducts a varied program of education in the origins and development of science and technology and in Ontario's role in this progress. Located at Don Mills and Eglinton Ave. in North York, the Ontario Science Centre is open to the public daily and offers tours to school classes. Part of the Ontario Science Centre is the Ontario Film Institute (OFI), founded in 1969 to encourage the development of the art of the film and to foster public appreciation and study of film history, origins and accomplishments. The OFI has three divisions: the Institute itself which is the reference and information centre, the Ontario Film Theatre (for showings) and the Ontario Film Archive.

416-965-2654

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416-965-3155

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EDUC, TEACHER EDUCATION BR approves and supervises programs of teacher education offered by teacher education institutions and administers Ontario Teacher Education College (Hamilton & Toronto). Sets policy concerning regulations relating to certification of teachers, vice-principals and principals.

416-965-4334

HEALTH, HEALTH PROMOTION BR HEALTH EDUCATION Consultants provide information on programs in accidents prevention, smoking and health, physical fitness. See also other sections in Health Health Promotion Br described separately.

416-965-2927

TE & IA, ONTARIO QUEBEC PERMANENT COMMISSION (OQPC) promotes and stimulates exchanges between governments, individuals,

groups, schools and organizations in Ontario and Quebec to foster understanding and cooperation between residents of the two provinces. The Commission does not fund or operate programs directly, but encourages Ontario and Quebec ministries responsible for such areas as education and cultural affairs to provide joint support. Also coordinates exchanges between Ontario and Quebec civil servants to permit sharing of views and experiences on common problems of public administration.

EDUCATION DOCUMENTS

Education Documents, evaluation of, see Educ Information Systems & Records Br.

EDUCATION RELATIONS COMMISSION **416-922-7679**

EDUCATION RELATIONS COMMSSION (ERC) was established in 1975 to administer negotiation procedures for teachers and school boards. Assists in negotiations, supervises teachers' votes and advises the Lieutenant Governor in Council when a strike or a lockout is jeopardizing the students' education.

EDUCATIONAL COMMUNICATIONS

416-484-2600

CULT & REC, O E C A. The Ontario Educational Communications Authority produces and distributes television programs of an educational nature through its TVOntario Broadcast Network: Channel 19, Toronto; 24, Ottawa; 28, Kitchener; 18, London; 59, Chatham; 32, Windsor; through the local cable systems in Sudbury, North Bay, Sturgeon Falls, New Liskeard, Iroquois Falls, Timmins, Cochrane and Thunder Bay; and through five-hour per day packages on nine other cable systems. The Ontario Educational Communications Authority also has a video tape distribution system that allows presentation of educational television programs in schools and to the general public. Produces VIPS (video and audio tapes) catalogues listing all programs available through the OECA.

EDUCATIONAL RESEARCH

416-965-3141

EDUC, RESEARCH & EVALUATION BR disseminates education research results to school boards and to the public. Provides grants for educational research proposed by qualified researchers in Ontario educational organizations (phone: Toronto 965-3141). Publishes research findings on Ministry research contracts and grants through the Ontario Government Bookstore. Develops and coordinates educational evaluation systems.

EDUCATIONAL TELEVISION

416-484-2600

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EFFLUENTS

Effluents, see Waste

ELDERLY

Elderly, see Senior Citizens

ELDERLY PERSONS HOUSING AID ACT

Elderly Persons Housing Aid Act, see Housing Community Housing Division A.

ELECTION

416-965-0455

COMMISSION ON ELECTION CONTRIBUTIONS & EXPENSES administers the Election Finances Reform Act which provides for registration of political parties and constituency associations active in Ontario, and candidates in a provincial election. Limits political contributions to, and period of advertising and advertising expenses of, registered parties, constituency associations and candidates during a provincial election campaign. Provides subsidies to candidates with respect to election campaign expenses incurred. Requires filing of audited campaign period statements of receipts & expenses by political parties, constituency associations and candidates, and audited annual financial statements of assets and liabilities by political parties and constituency associations.

416-965-6831

ONTARIO ELECTION OFFICE serves government ministries and agencies and the public by providing information relating to legislation and procedures for votes taken at a General Election or By-Election under the Ontario Election Act, and plebiscites under the Liquor Licence Act. To find out name, telephone number and contact address of the Members of

Provincial Parliament (MPP) in one's electoral district, phone the Election Office. Historical information on previous elections, Legislatures and Cabinets also available. The Ontario Election Office is part of the Legislative Assembly Office.

ELECTORAL DISTRICT

416-965-6831

ONTARIO ELECTION OFFICE serves government ministries and agencies and the public by providing information relating to legislation and procedures for votes taken at a General Election or By-Election under the Ontario Election Act, and plebiscites under the Liquor Licence Act. To find out name, telephone number and contact address of the Members of Provincial Parliament (MPP) in one's electoral district, phone the Election Office. Historical information on previous elections, Legislatures and Cabinets also available. The Ontario Election Office is part of the Legislative Assembly Office.

ELECTRIC POWER PLANNING

Electric Power Planning, see Royal Commission on Electric Power Planning.

ELEVATING DEVICES

416-965-4111

CCR, ELEVATING DEVICES BR inspects and licenses elevating devices including elevators, escalators, dumbwaiters, moving walks, platform lifts and ski lifts. Reviews and approves designs of new installations and major alterations. Investigates accidents and complaints of unsafe conditions or improper use of elevating devices. Registers contractors involved in maintenance and monitors their performance.

EMBALMERS

416-965-6611

CCR, CEMETERIES BR approves plans of cemetery area, rules and regulations, deed forms and tariff of rates for cemeteries, burial grounds, church yards, mausolea, crematoria, columbaria and urn gardens. The branch also answers inquiries and investigates complaints about cemeteries. Contact Queen's Park or regional offices. For inquiries about funeral directors and embalmers, call the Board of Administration under the Embalmers and Funeral Directors Act. First Floor, 25 Grosvenor St., Toronto, 921-5164.

EMERGENCY

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind,

permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to $150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-2537

ENV, POLLUTION CONTROL BR CONTINGENCY PLANNING Section promotes organization and planning by industries, the municipalities and federal and provincial agencies to control and cope with pollution caused by emergency spills of contaminants.

416-965-8034

HEALTH, AMBULANCE SERVICES BR is responsible for licensing and inspection of ambulance services in Ontario. Dispenses funds to, and generally supervises, these services. Operates a training program for operators and is responsible for central examination of graduates of the Ambulance & Emergency Care program in community colleges. Provides Ontario Health Insurance Plan approval and guidance regarding air transfers and coordinates air ambulance transfers. Operates the Ontario Ambulance Services Information System (OASIS). The branch does not accept requests for emergency ambulance service other than air transfers. Six Regional Coordinators perform decentralized planning & coordinating functions. If ambulance service is required, consult inside cover of local telephone book or dial '0' for operator.

EMISSIONS

Emissions, see Pollution

EMOTIONALLY DISTURBED

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS provides individual groups and social agencies with grants and assistance in planning, construction, purchase of facilities and long term development of residential treatment services such as substitute homes, maternity homes for unwed mothers and a few

homes for the retarded and physically handicapped. Homes treat emotionally disturbed children and youth, drug abusers and delinquents to help them become self-reliant. Also licenses these institutions. Contact district office.

416-965-2663

EDUC, SPECIAL EDUCATION BR provides educational programs for some exceptional children outside the normal school structure in Ontario schools for the blind and deaf and in 12 developmental centres schools for the retarded and emotionally disturbed. Operates Belleville Teacher Education & Media Centre to train teachers of the deaf. School boards may use resources of these schools and special education officers in assessment, counselling, teacher training and for teaching materials. Advises special education officers and recommends program policy for exceptional students in local schools. In cases of children with learning disabilities, the branch provides counselling, resources and general guidelines to school boards for the school boards' programs within the school system. Coordinates Ministry summer courses for teachers in special education.

416-965-8067

HEALTH, CHILDREN'S MENTAL HEALTH SERVICES BR, administering the Children's Mental Health Centres Act, authorizes the establishment, licensing, funding and setting of standards of facilities for centres that treat children and adolescents who are emotionally disturbed or suffer from mental disorder. Included in these residential or non-residential centres all over Ontario is the Four-Phase Service System, a network of independent programs serving severely disturbed teenagers from the Metro Toronto area. The branch also funds several out-patient clinics in general hospitals, and two Regional Centres at Ottawa and Sudbury which do not fall under the Act.

EMPLOYEE BENEFITS

Employee Benefits (Ontario Public Service), see Civ Serv Benefits Policy Br, Govt Serv Employee Benefits Br.

EMPLOYEE HOME OWNERS ASSISTANCE PLAN

Employee Home Owners Assistance Plan, see Govt Serv Realty Services Br.

EMPLOYEES

Employees, see also Labour, Manpower.

416-965-6086

CIV SERV, PAY POLICY & ADMIN BR recommends to the Commission policies relating to pay in the Ontario Public Service (OPS).

Develops for approval by Management Board, the government's objectives in negotiations with Ontario Public Service Employees Union (OPSEU) covering pay. Recommends pay revisions for management classes and develops the technology used in the maintenance of pay determination processes, monitoring and cost forecasting systems.

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6246), established in 1975, hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union, the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6246) hears appeals re union representatives, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate interests, disputes, e.g. salary rates, benefits, etc.

416-965-1438

CIV SERV, STAFF TRAINING & DEVELOPMENT BR. Staff Training & Development Services Section (965-1438) identifies training and development needs of Ontario Government employees. Develops appropriate learning experience to meet these needs and evaluates effectiveness of this training. Courses and seminars are usually held at the Staff Development Centre, Kempenfeldt Bay, Barrie (705-728-2321). French Language Services Section (965-4162) offers French language training courses to provincial and municipal employees. Assists ministries in recruitment of bilingual staff. Administers Ontario-Quebec Summer Student Job Exchange program and civil servants exchanges. Library (965-7096) offers specialized services in the management science field.

416-965-1483

CIV SERV, STAFFING CONTROL BR develops and administers policies, standards and procedures to control the staffing activities of the Ontario Public Service. Reviews and recommends for approval all requests from ministries for unclassified appointments and external recruitment. Develops policies on surplus employees and manpower control. Reviews delegated recruiting agreements and provides ministries with

staffing, training and recruitment services for non-delegated classes, e.g. personnel administrators.

416-965-5161

GOVT SERV, EMPLOYEE ADVISORY SERVICE provides counselling and referral services in cases where alcohol and drug addiction related problems are affecting the work performance of an Ontario Public Service employee. Assists employees in pension planning, insurance benefits planning, and retirement planning. Provides day care counselling to employees with children aged 4 weeks through 10 years. To contact day care counselling service write or call: Employee Advisory Service, 13th floor, 25 Grosvenor Street, Toronto, tel. 965-9953.

416-965-6861

GOVT SERV, EMPLOYEE BENEFITS BR administers the following employee benefits plans: Public Service Superannuation Act (PSSA), Superannuation Adjustment Benefits Act (SABA), Legislative Assembly Retirement Allowances Act (LARAA), Employees' Group Insurance Plan (EGP), Long Term Income Protection (LTIP) for employees of the Ontario Public Service only. Informs existing and retired employees of the benefits available. The branch is not concerned with family benefits or pensions in the private sector.

416-965-6541

GOVT SERV, EMPLOYEE DATA SERVICES BR operates and maintains the Integrated Payroll Personnel Employee Benefits (IPPEB) system. Central agencies and all ministries receive a variety of services from the system including: pay lists, cheques, work history data, ministry organization structures, status changes of employees, pension contribution data, life insurance, Ontario Health Insurance Plan (OHIP) information, T-4 income tax forms and salary structures. Inquiries should be directed to Personnel or Payroll branches of the ministry concerned or to client liasion officers within the Employee Data Services Branch.

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, and equal pay for equal work, termination of employment. Provides means for employees and employers to get together to request a schedule of wage overtime, vacation pay rates, etc. for their particular industry or trade. Also regulates employment agencies (965-0631), and provides for setting of wage rates and other working conditions for construction workers on government contracts. The Employment Adjustment Service is administered

through this branch (965-3303). It provides consultation and liaison for labour and employers to help them cope with the effects on employment of technological and economic change. Contact regional office.

416-965-8510

LABOUR, MINES ENGINEERING BR reviews, advises on and approves pre-development plans of new mining and metallurgical companies in compliance with Ontario Government legislation protecting the health and safety of employees. Ensures that the operations of mines and plants are carried out in a safe and orderly way. Investigates accidents and complaints. Trains mine rescue personnel. Tests hoist cables. Contact Queen's Park or district offices.

416-965-2493

LABOUR, OCCUPATIONAL HEALTH BR, Occupational Health Service (965-3610) acts as consultant to those responsible for providing in-plant health care facilities and a healthful working environment for employees. Sets standards and guidelines for chemical substances and physical agents used in the work environment; investigates exposures to toxic chemical agents and harmful physical agents and recommends controls. Environmental Health Studies Service (965-6375) studies the effects of environment and pollution on human health. Health Physics Service (965-8178) directs a program to protect the public from harmful effects of radiation including X-Rays, microwaves and lasers. Handles registration of X-Ray equipment. Monitors areas around nuclear power stations and uranium mines for radioactive pollution.

416-965-4125

LABOUR, OCCUPATIONAL SAFETY BR is concerned with protecting the health and safety of employees in industry (including the timber industry) and in construction including work on buildings, streets, sewers, watermains, underground work and work under compressed air (965-7161). The branch sets and ensures standards, reviews drawings and provides educational and consultative services. Publications are available. Contact Queen's Park or district offices.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and

consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

416-965-5669

LABOUR, ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION approves persons as chairmen of Arbitration Boards and as single arbitrators, dealing with rights disputes between employers and employees with collective agreements only, and with interest disputes in hospitals under the Hospital Labour Disputes Arbitration Act. Performs administrative functions for arbitration boards, e.g.: sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. The Ontario Labour-Management Arbitration Commission publishes a monthly bulletin summarizing all awards received by the Commission.

416-965-0564

LABOUR, WOMEN CROWN EMPLOYEES OFFICE acts as an internal consultant to the ministries and Crown agencies in the Ontario government in developing, coordinating and monitoring affirmative action plans to upgrade the status of their women employees. Provides general career information and develops pilot training programs. Each ministry and agency has a Women's Advisor or Coordinator in either the Deputy Minister's office or the Personnel branch. Contact individual ministry Women's Advisors.

416-965-1537

LABOUR, WOMEN'S BUREAU is an information service and resource centre for women and women's groups. Provides advice to employers in the private sector who wish to implement equal opportunity programs for full utilization of women employees. Advises within government on women's issues; provides labour legislation information through speakers and publications; provides consultative service on employment counselling. Although individual counselling is not available, the Bureau can refer people to appropriate counselling sources. New outreach program is being developed to serve low-income, immigrant and native women.

416-965-6605

LABOUR, WOMEN'S PROGRAMS DIV Office of the Executive

Coordinator coordinates policies and programs to improve the status of women in Ontario. The Executive Coordinator is a member of the Ontario Status of Women Council and the Civil Service Commission, ensuring that provincial government programs for women, and access to the government service and the private sector are coordinated. Provides direction to the Women Crown Employees Office serving women in the Ontario Public Service, and to the Women's Bureau, serving those in the private sector. Functions of these offices are described separately.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. A claimant who does not agree with a WCB decision may appeal his or her case. In addition, the Board underwrites the educational programs of nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre (H&RC) is in Downsview (Northwest Toronto). The Board maintains two information offices in Toronto and area offices in eight other Ontario cities. The WCB reports through the Minister of Labour to the Legislature. Contact Head Office or area offices.

EMPLOYERS

416-965-3405

IND & TOUR, SMALL BUSINESS OPERATIONS Div, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour Consultative Services Br entries listed separately in this index. The Selective Placement Section provides professional and skilled manpower counselling and, in cooperation with Canada Manpower & Immigration, direct overseas recruitment assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers grants to Business Schools at Ontario universities for employment of their students in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.

416-965-7941
LABOUR, CONCILIATION & MEDIATION SERVICES BR provides conciliation officers who help labour and employers to arrive at a settlement of disputes. Mediation officers are provided after the conciliation process if necessary. Parties in a labour dispute must use the government's conciliation services before resorting to strikes or lockouts.

416-965-5251
LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, and equal pay for equal work, termination of employment. Provides means for employees and employers to get together to request a schedule of wage overtime, vacation pay rates, etc. for their particular industry or trade. Also regulates employment agencies (965-0631), and provides for setting of wage rates and other working conditions for construction workers on government contracts. The Employment Adjustment Service is administered through this branch (965-3303). It provides consultation and liaison for labour and employers to help them cope with the effects on employment of technological and economic change. Contact regional office.

416-965-0204
LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

416-965-5669
LABOUR, ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION approves persons as chairmen of Arbitration Boards and as single arbitrators, dealing with rights disputes between employers and employees with collective agreements only, and with interest disputes in hospitals under the Hospital Labour Disputes Arbitration Act. Performs administrative functions

for arbitration boards, e.g.: sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. The Ontario Labour-Management Arbitration Commission publishes a monthly bulletin summarizing all awards received by the Commission.

416-965-1537

LABOUR, WOMEN'S BUREAU is an information service and resource centre for women and women's groups. Provides advice to employers in the private sector who wish to implement equal opportunity programs for full utilization of women employees. Advises within government on women's issues; provides labour legislation information through speakers and publications; provides consultative service on employment counselling. Although individual counselling is not available, the Bureau can refer people to appropriate counselling sources. New outreach program is being developed to serve low-income, immigrant and native women.

EMPLOYMENT

416-965-7661

AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves people in the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

416-965-4758

CIV SERV, STAFFING SERVICES BR (B). Graduate Recruitment & Special Staffing Section (965-4758) assists personnel branches in recruitment of graduates for permanent positions in the Ontario Public Service (OPS); maintains an inventory of college and university graduate applications. Provides information to placement directors and secondary school guidance counsellors in Ontario. Also provides information on policies and employment practices in the OPS for permanent part-time employment and employment of disadvantaged persons. Employment Services Section (965-6081) provides information on employment opportunities and careers in the OPS to civil servants and the public. Provides a centralized inventory of qualified applicants to assist ministries with their staffing needs. Go Temporary Program (965-7688) recruits and maintains resources staff to fill temporary positions in the OPS. See also Civ Serv Staffing Services Br (A) for other

sections in Branch.

416-965-4211
COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial (Manpower) training programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact regional Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Manpower Centre. OCAP Administration Office in Queen's Park is at 965-0668.

416-965-2376
COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services. Capital and operating grants are available to approved sheltered workshops. Operating and debt retirement assistance available for half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-965-6601
CORR SERV, PERSONNEL BR performs the personnel functions for the Ministry of Correctional Services. For a description of branch activities, see first entry under personnel. Also operates summer employment programs for students based on experience and assigned task projects for four month work periods in institutions.

416-965-5251
LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, and equal pay for equal work, termination of employment. Provides means for employees and employers to get together to request a schedule of wage overtime, vacation pay rates, etc. for their particular industry or trade. Also regulates employment agencies (965-0631), and provides for setting of wage rates and other working conditions for construction workers on government contracts. The Employment Adjustment Service is administered

through this branch (965-3303). It provides consultation and liaison for labour and employers to help them cope with the effects on employment of technological and economic change. Contact regional office.

416-965-1537

LABOUR, WOMEN'S BUREAU is an information service and resource centre for women and women's groups. Provides advice to employers in the private sector who wish to implement equal opportunity programs for full utilization of women employees. Advises within government on women's issues; provides labour legislation information through speakers and publications; provides consultative service on employment counselling. Although individual counselling is not available, the Bureau can refer people to appropriate counselling sources. New outreach program is being developed to serve low-income, immigrant and native women.

416-965-6841

ONTARIO HUMAN RIGHTS COMMISSION administers the Ontario Human Rights Code to achieve equal treatment for all people in the areas of employment, housing, public accommodation such as hotels and restaurants, and related advertising, regardless of race, creed, colour, age, sex, marital status, nationality, ancestry or place of origin. Complaints of discrimination are investigated and conciliated. Educational efforts are made to eliminate prejudice. Publications on human rights are available. Community problem-solving in tense situations is undertaken. The Commission reports to the Legislature through the Minister of Labour. Contact regional offices.

416-965-3540

ONTARIO YOUTH SECRETARIAT researches information and advises the Ontario Government and ministries on policies and programs involving youth (persons approximately 16 - 24 years). The Secretariat coordinates government programs involving youth, e.g. summer employment for students. They also offer an information service on government youth services. Inquiries about the Ontario government's Experience Program should be directed to Tel.: 965-0480.

416-965-2204

TE & IA, SUBSIDIES BR administers provincial and federal-provincial subsidy programs under which grants, loans and other payments are made to municipalities and individuals. These include: financial assistance to municipalities for damage sustained due to Great Lake water levels and storms (965-7499); through municipalities, assistance to elderly property owners in the form of

interest-free tax credits (965-3500); financial incentives for employment creation (965-3500); tax relief to owners of productive farm land (965-7994) and managed forests (965-3500); payment of taxes or grants-in-lieu of taxes on provincially-owned properties (965-2428).

EMPLOYMENT AGENCIES

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, and equal pay for equal work, termination of employment. Provides means for employees and employers to get together to request a schedule of wage overtime, vacation pay rates, etc. for their particular industry or trade. Also regulates employment agencies (965-0631), and provides for setting of wage rates and other working conditions for construction workers on government contracts. The Employment Adjustment Service is administered through this branch (965-3303). It provides consultation and liaison for labour and employers to help them cope with the effects on employment of technological and economic change. Contact regional office.

ENDANGERED SPECIES

Endangered Species, see Nat Res Wildlife Br.

ENERGY

Energy, Ministry of, see ENERGY Branch Name.

416-965-7627

CCR, ENERGY SAFETY BR strives to prevent loss of life, bodily injury and property damage by controlling hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-6276

ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in energy related projects in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the Syncrude Project to extract crude oil from the Athabasca oil sands in Alberta, and the Polar Gas Project to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

416-965-3246

ENERGY, THE MINISTRY OF ENERGY ensures that Ontario receives an adequate and secure supply of energy at reasonable prices with an acceptable environmental impact. To fulfill this responsibility the Ministry works with other ministries and agencies of the government and with the energy sector more as a catalyst than as an operating agency. Functions include reviewing and advising on energy matters and policy; maintaining liaison between the government and Ontario Hydro Corporation; applying energy policy by coordinating the government's energy-related activities and by interventions before provincial and federal tribunals. Reports to the Legislature for Ontario Hydro and the Ontario Energy Board, both of which function independently of the ministry. Operates a library (Tel. 965-9174). For general information service contact 965-3246.

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, COUNSELLING provides counselling services to those starting a small business, to inventors and entrepreneurs who wish to commercialize their ideas, and to businesses that need technical assistance in metrication. Advises companies individually on their marketing and financial problems and business planning, and assists small companies that do not have traffic managers to determine the most economical method of packing and shipping products to consumers. Encourages production improvement and cost reduction through industrial engineering counselling assistance and audio-visual presentations, and through a joint program with Mohawk College of Applied Arts & Technology to operate a Mobile Service Unit (M.S.U.) that visits companies to analyze energy costs and point out potential savings. Contact Queen's Park or Regional Offices. (in Metro Toronto, call 491-7680).

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturers, industry associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage film production and industry in Ontario. The Section assists in the review and preparation of applications for loans and

grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

416-965-2851

ONTARIO ENERGY BOARD regulates certain phases of the natural gas industry in Ontario, including rates and charges, designation and authorization of storage areas, construction of transmission lines, expropriation for pipelines, gas franchises and certificates. Acts upon references by the Ministry of Energy about wholesale Ontario Hydro rates, and by the Lieutenant Governor in Council on any questions about energy. The Board answers to the Legislature through the Ministry of Energy.

416-592-5111

ONTARIO HYDRO supplies electricity to the people of Ontario indirectly through 353 associated municipal utilities, and directly to more than 750,000 rural customers. The Ontario Hydro Electrical Inspection Program (Tel. 592-3721) provides technical guidance to consultants, contractors, architects, manufacturers and customers on problems concerning installation of electrical equipment and adherence to the Electrical Safety Code Book. Its Rural Electrical Service and Billing Inquiry Program (Tel. 592-3731) answers inquiries on service policy and practices from rural clientele. Ontario Hydro reports to the Legislature through the Ministry of Energy.

416-965-2111

ROYAL COMMISSION ON ELECTRICAL POWER PLANNING was established in 1975 to inquire into the long-range planning of Ontario's electric power system. It will examine the long-range planning concepts of Ontario Hydro and relate them to the the broad range of provincial planning, the use of electrical energy and to environmental, energy and socio-economic factors. The Commission funds several interest groups for research activities. One of these is the Public Interest Coalition on Energy Planning (965-1398) which assists individuals and groups with submissions, research, etc. if they do not want to contact Commission directly. To obtain materials and submissions from previous hearings, contact the Royal Commission office at 14 Carlton Street, 7th Floor, Toronto, M5B 1K5.

416-965-6566

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with

Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturers, energy, forest industries, call 965-7078; credit unions, registration of mortgages, health expenditure, mines, call 965-3792; gross provincial product & economic accounts for Ontario, call 965-4801; demographic and social statistics estimates and projections, call 965-2217.

416-965-5454

TE & IA, ECONOMIC ANALYSIS BR monitors economic and social developments in Ontario, Canada and elsewhere. Provides provincial government with consultative services on short-term consequences for Ontario of proposals from government and the public. Studies include natural resources, transportation, energy and labour aspects.

416-965-2999

TE & IA, ECONOMIC POLICY BR researches and advises the Ministry on medium and long term socio-economic policies and strategies. Studies foreign investment, foreign trade policy, Competition Act, housing, energy, and anti-inflation programs.

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Automotive Vehicle Energy Management Program studies use of fuel by road vehicles to support fuel conservation legislation and direct the energy management program. Examines, tests and implements fuel conservation measures. Studies alternative fuels, especially methanol.

ENERGY ONTARIO ENERGY CORPORATION **416-965-6276**

ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in energy related projects in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the Syncrude Project to extract crude oil from the Athabasca oil sands in Alberta, and the Polar Gas Project to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

ENERGY THE MINISTRY OF ENERGY **416-965-3246**

ENERGY, THE MINISTRY OF ENERGY ensures that Ontario receives an adequate and secure supply of energy at reasonable prices with an acceptable environmental impact. To fulfill this responsibility the Ministry works with other ministries and agencies of the government and with the energy sector more as a catalyst than as an operating agency. Functions include reviewing and advising on energy matters and policy; maintaining liaison between the government and Ontario Hydro Corporation; applying energy policy by coordinating the government's energy-related activities and by interventions before provincial and federal tribunals. Reports to the Legislature for Ontario Hydro and the Ontario Energy Board, both of which function independently of the ministry. Operates a library (Tel. 965-9174). For general information service contact 965-3246.

ENGLISH

416-965-1192

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

416-965-3155

EDUC, LANGUAGES OF INSTRUCTION COMMISSION of Ontario was established to help resolve disputes between school boards and parents over the provision of education programs in the language of a minority group, French or English as the case may be.

ENUMERATION

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices in Ontario, implements the real property market value

assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of school supporters, and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

ENV ADMINISTRATIVE SERVICES BR **416-965-6961**

ENV, ADMINISTRATIVE SERVICES BR, in addition to the usual administrative services functions (see first entry under administrative services for description), provides a broad range of support services to ministry programs. These include inventory and fixed asset control, editing and coordination of Policy and Procedures Manual, systems and EDP planning and operation. In Toronto, its library at 135 St. Clair Ave West (965-7978), and another at Resources Road (248-3048), are open to the public.

ENV AIR RESOURCES BR **416-965-5778**

ENV, AIR RESOURCES BR sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Produces periodic air quality reports. Assesses immediate and long-term effects of air contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological developments, industrial trends and pollution problems, including hazardous substances and other emissions. Administers environmental research grants. Contact regional office.

ENV ENVIRONMENTAL APPEAL BOARD **416-965-2531**

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal and of the Ministry of the Environment in the areas of water and sewage, waste disposal, air and noise pollution, in accordance with the Ontario Water Resources Act, 1970, and the Environmental Protection Act, 1971.

ENV ENVIRONMENTAL APPROVALS BR **416-965-3980**

ENV, ENVIRONMENTAL APPROVALS BR is the central area where persons and organizations seek ministry approval for activities affecting the environment. Reviews and approves applications required under the Environmental Protection Act

(e.g. waste disposal sites), Ontario Water Resources Act and the Environmental Assessment Act. To apply for permits under these Acts contact ministry's regional or district offices. The branch ensures that environmental safeguards are incorporated into land-use planning policies and programs. Evaluates, at planning stage, any activity by government ministries, utilities, government-funded projects and related activities in the private sector, which will have a significant environmental impact. Develops guidelines for waste disposal systems by industry, municipalities and the public.

ENV ENVIRONMENTAL ASSESSMENT BOARD **416-965-2531**

ENV, ENVIRONMENTAL ASSESSMENT BOARD holds public hearings on the environmental impact of major development proposals under three statutes: The Ontario Water Resources Act, 1970 (OWRA), The Environmental Protection Act, 1971 (EPA); The Environmental Assessment Act, 1975 (EAA). Following hearings under the OWRA (re. municipalities wishing to establish or extend their sewage works into another municipality or territory) and the EPA (re: approval to establish or extend a waste disposal site), the Board submits recommendations to the ministry. Under the Environmental Assessment Act, 1975, after the assessment and the ministry's review thereof have been made public, any person can require by written notice a hearing by the Board. After hearings are held under the EAA, the Board renders a final decision which can only be varied or rescinded by the Minister with approval of the Lieutenant Governor in Council.

ENV FARM POLLUTION ADVISORY COMMITTEE **416-768-5614**

ENV, FARM POLLUTION ADVISORY COMMITTEE is composed of four practising farmers who act in an advisory capacity to the Ministry of the Environment. Where complaints of livestock odors and effluent runoff have not been resolved by ministry inspectors, the Committee is called in to investigate complaints and recommend corrective action. The Committee is at RR 4, Hagersville.

ENV FINANCIAL SERVICES BR **416-965-6981**

ENV, FINANCIAL SERVICES BR provides the ministry with financial management and accounting services. For further description of functions see first entries under financial management and accounting.

ENV INFORMATION SERVICES BR **416-965-7117**

ENV, INFORMATION SERVICES BR is the information service for the Ministry of the Environment. For a description of activities, see first entry under information service.

ENV INTERNAL AUDIT BR **416-965-6978**
ENV, INTERNAL AUDIT BR is responsible for the ministry's audit function. For a description of the function see the first entry under audit.

ENV LABORATORY SERVICES BR **416-248-3015**
ENV, LABORATORY SERVICES BR provides analytical support for other branches of the ministry in their environmental quality assessment and pollution control programs. Participates in planning programs requiring analytical expertise and assists in analytical data interpretation. Updates analytical methods and develops procedures for measuring new environmental pollutants. The Central Laboratory in Toronto advises regional laboratories in Thunder Bay, London and Kingston on the use of new analytical procedures. Participates in environmental research projects aimed at clarifying the interaction of atmospheric and aquatic pollutants with the environment and their effect on human health. Participates in programs of the International Joint Commission (IJC). For information on the IJC, write to the Canadian Section, International Joint Commission, Room 851, Burnside Bldg., 151 Slater St., Ottawa, Ontario K1P 5H2.

ENV LEGAL SERVICES BR **416-965-2684**
ENV, LEGAL SERVICES BR provides legal services for the ministry. For a description of branch activities see first entry under legal services.

ENV PERSONNEL BR **416-965-3267**
ENV, PERSONNEL BR performs the personnel functions for the Ministry of the Environment. The branch is also responsible for technical training of water and sewage plant operators, women's advisor and safety advisory staff and those involved in the bilingualism program. For a description of branch activities see first entry under personnel.

ENV PESTICIDES ADVISORY COMMITTEE **416-965-7048**
ENV, PESTICIDES ADVISORY COMMITTEE reviews problems about pesticides. The Committee advises on environmental research grants and evaluates results. Coordinates pesticide problems. Classifies all pesticides previous to their marketing in Ontario. Maintains a library of pesticide containers. The Ontario Government Bookstore (965-2054) has all government publications on pesticides. For pesticide vendors and exterminators licences contact Env Pollution Control Br Pesticides Control Section, phone: 965-2401.

ENV PESTICIDES APPEAL BOARD **416-965-2531**
ENV, PESTICIDES APPEAL BOARD provides a mechanism of appeal to persons affected by decisions of the Ministry of the

Environment regarding the use of pesticides, in accordance with the Pesticides Act, 1973.

ENV POLLUTION CONTROL BR **416-965-6971**
ENV, POLLUTION CONTROL BR as a whole plans and develops policies, programs, standards, guidelines and legislation to control emission of pollutants; coordinates and conducts applied research in the areas of water supply, and sewage and wastewater treatment, and provides technical support in these areas. The Pollution Control Branch has several sections which are described separately. Contact regional office for specific questions.

ENV POLLUTION CONTROL BR CONTINGENCY **416-965-2537**
ENV, POLLUTION CONTROL BR CONTINGENCY PLANNING Section promotes organization and planning by industries, the municipalities and federal and provincial agencies to control and cope with pollution caused by emergency spills of contaminants.

ENV POLLUTION CONTROL BR INDUSTRIAL **416-965-2214**
ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes, and industrial waste treatment and control with respect to water, air and solids. Contact regional office.

ENV POLLUTION CONTROL BR MUNICIPAL **416-965-6967**
ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants for sewage works for municipalities. Deals with pollution control relating to septic tanks, derelict motor vehicles, litter, sewage sludge, boating and ice huts. Contact regional office.

ENV POLLUTION CONTROL BR NOISE **416-965-3071**
ENV, POLLUTION CONTROL BR NOISE Pollution Control Section deals with the control of noise emissions and comments on the relationship between new and existing land use and noise sources. Develops acoustics criteria and standards. Develops, updates and promotes the Model Municipal Noise Control Bylaw for adoption by municipalities and assists in training of noise control officers. Although most municipalities have not yet completely adopted the Model Noise Bylaw, the City of Toronto has. Complaints within the city can be directed to Noise Control Branch, Dep't. of Public Works, Tel. 465-5477. Other areas contact local Bylaw

Officers or the Ministry's head office or regional offices.

ENV POLLUTION CONTROL BR PESTICIDES **416-965-2401**
ENV, POLLUTION CONTROL BR PESTICIDES CONTROL Section ensures safe and effective use of pesticides and herbicides. Issues licences for use and sale of pesticides. Has publications on, and answers inquiries about, control of household pests, insects, etc. Contact regional office.

ENV POLLUTION CONTROL BR RESEARCH **416-248-3739**
ENV, POLLUTION CONTROL BR RESEARCH GROUP includes: a Coordination Section, an Applied Sciences Section, a Wastewater Treatment Section, and a Water Technology Section. The group provides: liaison with academic and research groups; dissemination of technical information and findings; technical assistance to the Planning Sections; applied research studies on pollution; and technical support for, and application of, new technology to the public through regional offices or directly to municipalities and industry.

ENV PROGRAM PLANNING AND EVALUATION BR **416-965-0641**
ENV, PROGRAM PLANNING AND EVALUATION BR directs and coordinates Ministry planning and program evaluation activities by conducting operational and policy evaluation studies on programs, including the development of output measures for assessing effectiveness and efficiency. Coordinates the ministry's management results by program. Directs multi-year planning and related submissions. Coordinates liaison activities with Cabinet Committee on Resources Development, Management Board and ministries within the Ontario government.

ENV PROJECT COORDINATION BR **416-965-1296**
ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. water supply, sewage and pollution control facilities for municipalities. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work and financial analysis, including details on grants available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public water and sewage service areas. Administers program of grants to regional or restructured municipalities for certain sewage works and water works.

ENV REGIONAL OPERATIONS DIVISION A **416-965-5115**
ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry

services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

ENV REGIONAL OPERATIONS DIVISION B **416-965-5115**

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Utility Operations Section provides water and waste water service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and other water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for activities of other two sections.

ENV RESOURCE RECOVERY BR **416-636-8015**

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive waste management program including new procedures for resource recovery and recycling. Provides municipalities with assistance and guidance in the economic development of waste management systems. Provides technical services, supervision and financial management required in the planning and construction of resource recovery facilities. Operates full scale experimental resource recovery plant for technology research and market development. Provides grants for selected technology demonstration projects.

ENV WASTE MANAGEMENT ADVISORY BOARD **416-965-3007**

ENV, WASTE MANAGEMENT ADVISORY BOARD advises the Minister of the Environment on matters related to the management of waste in Ontario including means of reducing the quantity of waste produced, of assisting in the development of the recovery of resources from the waste stream, and of improving the aesthetic quality of the physical environment.

ENV WATER RESOURCES BR DATA SYSTEMS **416-965-6141**
ENV, WATER RESOURCES BR DATA SYSTEMS and Administration Section designs, develops and implements systems that store, retrieve and process data related to the programs of the branch.

ENV WATER RESOURCES BR LIMNOLOGY **416-965-3058**
ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, pesticides and other contaminants on fish and other aquatic organisms. Contact regional office.

ENV WATER RESOURCES BR PLANNING **416-965-4590**
ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Contact regional office.

ENV WATER RESOURCES BRANCH HYDROLOGY **416-965-6194**
ENV, WATER RESOURCES BRANCH HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

ENV WATER RESOURCES WATER MODELLING **416-965-4590**
ENV, WATER RESOURCES WATER MODELLING Section develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and ground water to waste inputs, withdrawals, pollution control measures, land-use practices and climatic conditions, in order to aid development of water management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

ENVIRONMENT
Environment, Ministry of, see ENV Branch Name.

ENVIRONMENTAL RESEARCH

416-965-5778

ENV, AIR RESOURCES BR sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Produces periodic air quality reports. Assesses immediate and long-term effects of air contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological developments, industrial trends and pollution problems, including hazardous substances and other emissions. Administers environmental research grants. Contact regional office.

416-248-3015

ENV, LABORATORY SERVICES BR provides analytical support for other branches of the ministry in their environmental quality assessment and pollution control programs. Participates in planning programs requiring analytical expertise and assists in analytical data interpretation. Updates analytical methods and develops procedures for measuring new environmental pollutants. The Central Laboratory in Toronto advises regional laboratories in Thunder Bay, London and Kingston on the use of new analytical procedures. Participates in environmental research projects aimed at clarifying the interaction of atmospheric and aquatic pollutants with the environment and their effect on human health. Participates in programs of the International Joint Commission (IJC). For information on the IJC, write to the Canadian Section, International Joint Commission, Room 851, Burnside Bldg., 151 Slater St., Ottawa, Ontario K1P 5H2.

416-965-7048

ENV, PESTICIDES ADVISORY COMMITTEE reviews problems about pesticides. The Committee advises on environmental research grants and evaluates results. Coordinates pesticide problems. Classifies all pesticides previous to their marketing in Ontario. Maintains a library of pesticide containers. The Ontario Government Bookstore (965-2054) has all government publications on pesticides. For pesticide vendors and exterminators licences contact Env Pollution Control Br Pesticides Control Section, phone: 965-2401.

416-832-2261

NAT RES, FISH AND WILDLIFE RESEARCH BR near Maple, Ontario, conducts biological and environmental research and provides information on the principles of scientific fish and wildlife management, wildlife diseases and parasites, productivity of lakes and streams, aquatic systems ecology, behaviour of animals, animal pathology. Contact Director, Box 50, Maple.

ESCALATORS

Escalators, see Elevating Devices

ESTATE TAX

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation Tax (965-1774).

ESTATES

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Power of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-7314

ATT GEN, SURROGATE COURT issues letters probate of persons who die testate (with a Will), and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of children. Also processes applications for the custody of children. The Surrogate Court also handles contestated claims against estates, Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost Wills. Contact local Surrogate Court Registrar.

ETHNIC

Ethnic, see also Multicultural, Multiculturalism

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic and non-urban

communities through weekly newspapers, ethnic publications, radio and television.

EVIDENCE

416-965-2561

SOL GEN, CENTRE OF FORENSIC SCIENCES prepares legally admissable evidence for law enforcement officers, attorneys, coroners, etc., by means of scientific examination of physical objects and materials. Supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of breathalyzers and the training of operators (965-9507). Provides educational programs and materials for persons and agencies using forensic science services.

EX-OFFENDERS

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services. Capital and operating grants are available to approved sheltered workshops. Operating and debt retirement assistance available for half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

EXHIBITIONS

Exhibitions, see also Exhibits

416-965-1091

AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR gives grants to all the agricultural societies in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives grants to horticultural societies and plowing matches. The branch is the headquarters of the Canadian Plowing Council.

416-361-0414

CULT & REC, ART GALLERY OF ONTARIO cultivates and advances the cause of visual arts in Ontario with programs, lectures and films on the origin, development, appreciation and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan exhibitions in the art gallery and The Grange, a restored historic Toronto house. Circulates exhibitions to communities throughout Ontario. Offers an art rental service, art book shop, audio-visual library, art reference

library and art classes for children and adults, school tours, public tours and speakers bureau.

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Sigmund Samuel Gallery of Canadiana at 14 Queen's Park Crescent West and the McLaughlin Planetarium, is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts and archaeology, sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Phone for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, film library and archives, Senior Citizens Club, Explorer's Club and Saturday Morning Club for children. The Royal Ontario Museum (ROM) is located at 100 Queen's Park Cres. in Toronto.

EXHIBITS

416-965-6256

CULT & REC, FESTIVAL ONTARIO will coordinate exhibits from major cultural institutions (e.g.: Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority, Ontario Arts Council, Archives of Ontario, Ontario Film Theatre, Royal Botanical Gardens, McMichael Canadian Collection, etc.) and make these available free of charge to communities to augment festivals or special events. Festival Ontario does not organize festivals. Assists at the request of communities. Contact regional offices or main office.

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry, including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials, and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & Comm regional or district offices.

EXPERIENCE PROGRAM

416-965-3540

ONTARIO YOUTH SECRETARIAT researches information and advises the Ontario Government and ministries on policies and programs involving youth (persons approximately 16 - 24 years). The Secretariat coordinates government programs involving youth, e.g. summer employment for students. They also offer an information service on government youth services. Inquiries about the Ontario government's Experience Program should be directed to Tel.: 965-0480.

EXPORTS

416-965-7119

IND & TOUR, ECONOMIC ANALYSIS & RESEARCH BR, Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request. Tourism and Services Research Section (965-5725) develops and maintains an effective data base and data-related information service for the tourism sector in Ontario, and provides a research service to support and direct Ministry activities such as the Interministerial Tourism and Outdoor Recreation Planning Study (TORPS).

416-965-4622

IND & TOUR, THE DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by: financial assistance through incentive and term loans and bank guarantees; providing sites, facilities and services in two industrial parks: providing technical, business and financial information and advice. Tourist operations, secondary manufacturing industries, and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and techniques, financing exports, and installing pollution control equipment. Contact corporation regional office.

EXPROPRIATION

416-965-2867

ATT GEN, BOARD of NEGOTIATION may act as a mediator to negotiate a settlement when property is expropriated and no agreement can be reached on compensation for the expropriation. Either the property owner or the expropriating authority can request the services of the Board of Negotiation.

416-965-2867

ATT GEN, BOARD of VALUATION. Where a power exercised under the Power Corporation Act does not constitute an expropriation or injurious affection, compensation shall be paid to the owner for all damage, and when no agreement is arrived at as to amount of compensation to be paid to the owner, the Board of Valuation shall determine compensation for such property damage. If either the owner or the Corporation is dissatisfied with the amount of compensation fixed, they may appeal to the Ontario Municipal Board.

416-965-1141

GOVT SERV, LEGAL BR provides legal services for the ministry in the areas of conveyancing and contracts, e.g. the acquisition (including expropriation), sale and lease of land, buildings negotiation and formulation of building contracts, computer contracts and contracts for other types of services. Provides legal opinions relating to pension benefits and litigation relating to the collection of outstanding accounts.

416-965-2851

ONTARIO ENERGY BOARD regulates certain phases of the natural gas industry in Ontario, including rates and charges, designation and authorization of storage areas, construction of transmission lines, expropriation for pipelines, gas franchises and certificates. Acts upon references by the Ministry of Energy about wholesale Ontario Hydro rates, and by the Lieutenant Governor in Council on any questions about energy. The Board answers to the Legislature through the Ministry of Energy.

416-248-3213

TR & COMM, PROPERTY BR is responsible for policies and procedures pertaining to the appraisal and acquisition of property required for Ministry programs. This includes expropriation and land management. Contact regional offices. In Metro Toronto, call Central Region, 248-3455.

EXTENDED HEALTH CARE

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private groups, develops policy on and subsidizes local residential care, extended health care, Homes for the Aged and social services for senior citizens. Assists in community outreach programs e.g. meals-on-wheels, day care, vacation care. Other programs include: operating grants for Elderly Persons Centres and senior volunteers. Helps people in retirement planning. Conducts Long-Term Study on Aging (LSA) (phone 965-5103). Provides grants for aging research and facilities, including the J. W. Crane Memorial Library of Geriatrics and Gerontology, phone 367-8867. Contact district office.

416-965-8045

HEALTH, CONSULTING SERVICES BR. Staffed by professionals representative of actual providers of personal health care, the branch provides the ministry with expertise and guidance in this field and similarly advises and guides all components of the health care system. On staff are medical, psychology, nursing, allied health disciplines, occupational therapy, physiotherapy, speech pathology & audiology, rehabilitation and social work consultants. They participate in Committees, Working Groups or Task Forces which prepare recommendations for ministry health care policies. The branch is also responsible for the management of these programs: Adult Community Mental Health, Alcohol & Drug Abuse, Home Care (allows an insured Ontario resident to have treatment at home upon recommendation of a doctor), Extended Health Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) that attracts physicians to practise in rural and isolated communities.

416-965-5053

HEALTH, FINANCE AND ACCOUNTING BR provides financial information to management; establishes the Ministry's accounting policies and manages its payment systems. The latter encompass payments to hospitals and related facilities, payments for suppliers' goods and services, salaries, and payments under special programs such as Homes for Special Care and Extended Health Care programs(965-1505) as well as the Ontario Drug Benefit Program (965-9337). For a description of accounting function, see first entry under accounting.

416-965-5081

HEALTH, INSPECTION BR NURSING HOME INSPECTION Services licenses, inspects and investigates complaints about nursing

homes. Inspection involves quality and quantity of nursing and personal care provided; adequacy of fire and general safety equipment; sanitation. Approves construction plans for new homes. Most residents of nursing homes are eligible for Extended Health Care (EHC) benefits under the Ontario Health Insurance Plan (OHIP). Under the EHC program, chronic care patients in hospitals and psychiatric hospitals are discharged to Homes for Special Care and nursing homes which can better meet their treatment needs while making more hospital beds available. OHIP partially covers cost of treatment. Application for EHC is made through a family doctor. For further information on EHC contact Health Communications Br, 965-5167. For nursing home licensing, inspection and complaints, contact head office or regional offices (in Toronto, 965-4690). For approval for development of new nursing home beds, contact Institutional Division, 965-8079.

416-965-5700

HEALTH, INSURANCE CLAIMS BR processes claims under the Ontario Health Insurance Plan (OHIP). Answers general questions about enrolment in OHIP, premium payments, claims payments and Extended Health Care benefits. Contact district offices.

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT PROGRAM provides prescribed drugs free of charge to senior citizens (65 yrs. or older) who have resided in Ontario for the past 12 months. In addition, persons receiving Family Benefits Act (FBA) & General Welfare Act (GWA) assistance are eligible, as well as those receiving vocational rehabilitation assistance, Homes For Special Care and Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to the drug benefit. Federal Old Age Security (OAS) pensioners automatically get this card, but those over 65 who are not OAS pensioners must apply. Application forms available at most pharmacies or by writing to: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly drug benefit cards. To be approved, drugs must be listed in the Drug Benefit Formulary which provides quality and cost control; prescribed by a doctor or a dentist; and obtained in Ontario.

EXTERNAL ACTIVITIES

External Activities, see Federal-Provincial, Interprovincial, Intergovernmental Interprovincial, and International

EXTRA-PROVINCIAL LICENCES

Extra-Provincial Licences, see Licences

FAMILY PLANNING

416-965-8176

HEALTH, HEALTH PROMOTION BR MATERNAL & CHILD HEALTH Consultants promote community health programs related to prenatal and postnatal care and education, infant and preschool health, health of children at school, family life education and family planning. Contact Health Communications Br (965-5167) for information. See also other sections in Health Health Promotion Br described separately.

FARM

Farm, see also Farm Land, Farm Products

416-965-1159

AG & FOOD, ACCOUNTS BR besides being responsible for the ministry's accounting function, handles general questions about grants under the farm development program. For a description of accounting function, see first entry under accounting.

416-965-6149

AG & FOOD, AGRICULTURAL MANPOWER SERVICES BR assists Ontario farmers with their manpower requirements by providing: a placement service for full-time farm workers; a labour pool service in West Toronto that places seasonal employees on farms within commuting distance of Toronto; training programs and advisory services for farm workers; financial assistance for the construction of housing to accommodate seasonal farm workers. Also provides opportunities for students and young agriculturalists to broaden their knowledge by working on Ontario farms.

AG & FOOD, COLLEGES OF AGRICULTURE. Colleges of Agricultural Technology offer courses in farm management, agricultural production, agricultural laboratory technology, home economics or food service supervision, food and fashion, animal health, agricultural business management, among others. They also conduct agricultural research for the ministry. Contact colleges for further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management

program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H program which provides agricultural and leadership training as well as social benefits for youth in rural areas. Contact AG REPS in county or district offices.

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls fruit and vegetable dealers. Issues licences to nurseries, and controls disease found in them. Licenses controlled atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) producing, packaging, wholesaling and retailing. Contact county or district office.

416-965-2124

AG & FOOD, FARM PRODUCTS MARKETING BOARD administers the Farm Products Marketing Act which provides for the regulation of forty food commodities regulated under twenty marketing plans. Each marketing plan is administered by a producer marketing board. Questions regarding specific commodity plans may be directed to the secretary of each board. The branch maintains a list of these boards.

519-824-4120

AG & FOOD, ONTARIO FARM MACHINERY BOARD in Guelph (phone 519-824-4120 ext. 2463) investigates complaints regarding farm machinery. May bring together interested parties to resolve farm machinery problems involving farmers, dealers and manufacturers in Ontario.

416-965-7661

AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves people in the rural areas through several programs: farm consolidation and enlargement, rural development field

services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

416-768-5614

ENV, FARM POLLUTION ADVISORY COMMITTEE is composed of four practising farmers who act in an advisory capacity to the Ministry of the Environment. Where complaints of livestock odors and effluent runoff have not been resolved by ministry inspectors, the Committee is called in to investigate complaints and recommend corrective action. The Committee is at RR 4, Hagersville.

416-248-7154

TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through five Regional and thirteen District Offices in Ontario, serves the public by administering programs for the examination of drivers and for the safety and mechanical fitness inspection of vehicles. Driver licensing involves examination of applicants for operator's licences, chauffeur's licences, motorcycle licences, and for authority to drive a school bus. Issues annual, project, single trip and farm permits. Contact regional or district offices. In Metro Toronto, call Central Region, 248-7163.

FARM LAND

416-965-9433

AG & FOOD, FOODLAND DEVELOPMENT BR reviews official plans, environmental assessments and project proposals for their land use planning implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land held by the government for future development. Administers the Tile Drainage Act and the Drainage Act which provide financial assistance to improve productivity of agricultural land. Administers the Agricultural Tile Drainage Installation Act, 1972 which provides for the issuance of licences for, and inspection of, tile drainage contractors, their machines and machine operators.

416-965-2204

TE & IA, SUBSIDIES BR administers provincial and federal-provincial subsidy programs under which grants, loans and other payments are made to municipalities and individuals. These include: financial assistance to municipalities for damage sustained due to Great Lake water levels and storms (965-7499); through municipalities, assistance to elderly property owners in the form of

interest-free tax credits (965-3500); financial incentives for employment creation (965-3500); tax relief to owners of productive farm land (965-7994) and managed forests (965-3500); payment of taxes or grants-in-lieu of taxes on provincially-owned properties (965-2428).

FARM PRODUCTS

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls fruit and vegetable dealers. Issues licences to nurseries, and controls disease found in them. Licenses controlled atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) producing, packaging, wholesaling and retailing. Contact county or district office.

416-259-5479

AG & FOOD, ONTARIO FOOD TERMINAL BOARD operates the Ontario Food Terminal, a wholesale fresh fruit and produce market to serve all Ontario growers of these farm products. The terminal has cold storage facilities. It plays a major role in the orderly marketing of fruits and vegetables in Ontario.

FATHERS

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to $150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-2363
COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single mothers, permanently unemployable fathers, foster children, etc.).

FEDERAL-PROVINCIAL

416-965-7661
AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves people in the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

416-965-4716
CABINET COMMITTEE ON CONFEDERATION advises the government on: the relationship of Ontario to Confederation and on related federal-provincial and interprovincial relationships; how the public might acquire further understanding of the advantages of confederation; means of greater interaction between Ontarians and the people from the other provinces. The office of the Coordinator on Bilingualism (965-3865) which coordinates the implementation of the government's bilingualism policy (English and French language services to the public) reports to this Committee.

416-965-2150
COLL UNIV, INSTITUTIONAL ACCOUNTING and Architectural Services Br administers all transfer payment programs to universities and Colleges of Applied Arts and Technology (CAAT) and related institutions for operating and capital purposes. Prepares claims on federal-provincial cost sharing programs. Maintains an overview of the physical facilities of universities and colleges, and provides architectural advice to the ministry. To refer specific inquiries, phone 965-5237 for transfer payments (operating); 965-5238 for capital funds; 965-5239 for shared cost programs; 965-6563 for architectural services.

416-965-1673
COMM SOC, POLICY ANALYSIS & FINANCIAL PLANNING BR provides the ministry with strategic planning coordination, program analysis, and integration of multi-year plans and annual estimates preparation. Develops and evolves options for the Provincial Income Security Policy and supports Ontario participation in federal-provincial reviews. Conducts research studies and provides support, research grants and consultation for research activities related to ministry programs.

416-965-2214
ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes, and industrial waste treatment and control with respect to water, air and solids. Contact regional office.

416-965-3356
TE & IA, EXTERNAL ACTIVITIES COORDINATION SECRETARIAT provides policy advice on Ontario's participation in Canada's international relations. Makes specific recommendations on current intergovernmental issues of an international nature. Coordinates such activities as Ontario participation in international conferences and programs, treaty assessments, international development assistance, and analysis of information from Canadian embassies and international organizations. Provides federal-provincial liaison between the Ontario Government and the federal Department of External Affairs.

416-965-3340
TE & IA, FEDERAL-PROVINCIAL & Interprovincial Affairs Secretariat provides policy advice on Ontario's participation in federal-provincial and interprovincial relations. Assesses current issues in Confederation including such matters as the distribution of powers, and the effects of many programs on Ontario's relations within federation. Makes recommendations to ministries on specific federal-provincial or interprovincial issues. Through the Ontario Quebec Permanent Commission promotes exchanges with Quebec by governments, individuals, groups, schools and organizations in such areas as education, culture and public administration.

416-965-3505
TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing

provincial-municipal grant structure, including deconditionalizing of various specific grants. Develops budget options for assistance to local government and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for unconditional grants. Administers all unconditional grants, valued at over $400 million in 1977. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

416-965-6989

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses and advises on provincial-municipal relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA), and Federation of Canadian Municipalities (FCM). Organizes provincial-municipal and tri-level consultation and conferences on joint programs of federal-provincial governments and municipalities. Publishes the Municipal Directory annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc.

416-248-3789

TR & COMM, COORDINATOR INTERGOVERNMENTAL RELATIONS coordinates inter-relationships between Ontario and the other provinces and the federal government in the field of transportation and communications. The federal relationship is conducted partly through the Federal-Provincial Committee on Ontario Region Transportation (FPCORT).

FELLOWSHIPS

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance to Ontario students studying at colleges and universities. Administers three programs based on financial need: the Ontario Student Assistance Program - Canada Student Loan (OSAP - CSL); Ontario Student Loan (OSL); and Ontario Special Bursary (OSB). The assistance may come as loans or grants. The branch also awards fellowships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II

Ontario Scholarships, and has programs for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, Summer Language Bursary and Interprovincial Second Language Monitor Program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

FERRY

705-472-4500

NORAFFAIRS, ONT NORTHLAND TRANSPORTATION COMMISSION (ONTC) in North Bay supervises services in Northern Ontario such as air services (norOntair), highway and railway services (including the Polar Bear Express and the Northlander), water transportation (including ferry services to Manitoulin), transport, express and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

FESTIVAL ONTARIO

416-965-6256

CULT & REC, FESTIVAL ONTARIO will coordinate exhibits from major cultural institutions (e.g.: Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority, Ontario Arts Council, Archives of Ontario, Ontario Film Theatre, Royal Botanical Gardens, McMichael Canadian Collection, etc.) and make these available free of charge to communities to augment festivals or special events. Festival Ontario does not organize festivals. Assists at the request of communities. Contact regional offices or main office.

FESTIVALS

Festivals, see Exhibitions

FILLING MATERIAL

Filling Material, see Upholstered and Stuffed Articles

FILM

Film, see also Arts

416-421-2462

CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm, 16mm projectors and films. Also examines and licenses projectionists. Approves motion picture advertising and classification.

416-965-6487
CULT & REC, CULTURAL INDUSTRIES BR is involved with the film industry, recording industry, book publishing and periodicals industries. Provides liaison with various levels of government and industries themselves. Does not give grants or loans. Main emphasis is on policy development. Contact regional offices or main office.

416-961-1660
CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, makes grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, film makers and photographers may also apply. Other programs include Creative Artists In Schools (CAIS), designed specifically for creative artists, and ONTOUR, giving assistance to concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

416-429-4100
CULT & REC, ONTARIO SCIENCE CENTRE conducts a varied program of education in the origins and development of science and technology and in Ontario's role in this progress. Located at Don Mills and Eglinton Ave. in North York, the Ontario Science Centre is open to the public daily and offers tours to school classes. Part of the Ontario Science Centre is the Ontario Film Institute (OFI), founded in 1969 to encourage the development of the art of the film and to foster public appreciation and study of film history, origins and accomplishments. The OFI has three divisions: the Institute itself which is the reference and information centre, the Ontario Film Theatre (for showings) and the Ontario Film Archive.

416-978-3690
CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Sigmund Samuel Gallery of Canadiana at 14 Queen's Park Crescent West and the McLaughlin Planetarium, is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These

include the arts and archaeology, sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Phone for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, film library and archives, Senior Citizens Club, Explorer's Club and Saturday Morning Club for children. The Royal Ontario Museum (ROM) is located at 100 Queen's Park Cres. in Toronto.

416-965-5466

IND & TOUR, COMMUNICATIONS DIV has two major functions: a planning function for developing communications plans for each ministry division plus advertising services, and a delivery function through Communications Services Branch providing the ministry with photography, audio-visual, publications, releases, speeches, media liaison and other information services (see also first entry under information service). Operates a library of still and motion pictures to lend to groups interested in tourism. Film catalogues available.

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturers, industry associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage film production and industry in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

416-965-7711

IND & TOUR, ONTARIO PLACE CORPORATION operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto, including exhibition pavilions, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian

destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, including film showings for conventions and other groups of residents or tourists. Open daily May 21 to Sept. 5 (weekends only Sept. 10 to Oct. 10). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

FILMS

Films, see Film, also Cult & Rec Admin Services Br Resource Centre.

FINANCIAL MANAGEMENT

Financial Management Services in each ministry include accounting (see first entry under Accounting), audit (see first entry under Audit) and other ministry finance functions. Administrative Services in each ministry include office services such as purchasing and supply management, printing and duplicating, mail, transportation services and records management. The Administrative Group in a ministry acts as liaison with the Ministry of Government Services to coordinate common services such as telephones, accommodation requirements.

416-965-1291

ATT GEN, FINANCIAL MANAGEMENT BR provides the Ministry with these services: development of estimates and budget control (Tel. 965-1291), accounting, including accounts payable (965-4291) and payroll (965-1135); office services, including procurement of assets and supplies (965-2845), central filing, transportation and delivery (965-2989); printing and duplicating (965-2818) and central mailing (965-2980). For further description of functions, see first entries under administrative services, financial management and accounting.

416-965-6483

CCR, FINANCE & PROGRAM EVALUATION BR provides all operating programs of the ministry with financial management services such as payroll reconciliation, accounts payable, formulation of program estimates in keeping with branch budgets. Receives and processes all revenues received by the ministry. Develops ministry policies and procedures re financial control and management performance reporting systems.

416-965-7188

CORR SERV, MANAGEMENT DATA SERVICES BR supplies the ministry with financial management (phone: 965-7188), data processing, client information systems, records management (phone:

965-3384) and systems development.

416-965-4832
CULT & REC, FINANCE BR provides the ministry with financial management and accounting services including payment of grants. For further description of functions, see first entries under accounting and financial management. In addition the branch establishes ministry accounting and financial policy and handles pre-audit of financial transactions.

416-965-2611
EDUC, FINANCIAL MANAGEMENT BR, besides the normal functions of financial management (965-2611), accounting (965-2612), and audit (965-5833), collects outstanding loans made under the Ontario Student Aid Loan Plan, a student aid program discontinued in 1964. Also collects fees for summer courses offered to teachers and for duplicates of students' transcripts and teachers' certificates.

416-965-6981
ENV, FINANCIAL SERVICES BR provides the ministry with financial management and accounting services. For further description of functions see first entries under financial management and accounting.

416-965-2153
GOVT SERV, FINANCE BR supplies the ministry with financial management services. For a description of functions, see first entries under financial management and accounting.

416-965-5415
HEALTH, FISCAL RESOURCES BR coordinates preparation of the Ministry's multi-year plan, estimates and other financial reports; coordinates budgetary control effort and provides financial consulting services to assist Ministry program managers. Coordinates management-by-results for ministry. The branch is also responsible for the ministry's financial management functions (965-8025); e.g., approval of budgets, settlements, consideration of appeals and requests, cash flow arrangements and financial consulting services to program managers in respect to those health facilities for which they have responsibility. The health facilities include public and private hospitals, private psychiatric hospitals, children's treatment centres, nursing homes, home care programs and public health units.

416-965-9762
HOUSING, FINANCE BR supplies the ministry with financial management services. For a description of activities see

first entries under financial management and accounting.

416-965-4148
LABOUR, FINANCE BR supplies the ministry with financial management services. For a description of functions, see first entries under financial management and accounting.

416-965-2761
NAT RES, FINANCIAL MANAGEMENT BR, besides the financial accounting functions as outlined in the first entry under accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-4451 or regional or district offices.

416-965-4425
SOL GEN, FINANCIAL SERVICES BR supplies the Ministry with financial services. For a description of functions, see first entries under financial management and accounting.

416-248-3465
TR & COMM, FINANCIAL BR supplies the ministry with financial management services. For a description of functions, refer to the first entries under financial management and accounting.

FINANCING STATEMENT
Financing Statement, see CCR Personal Property Registration Br.

FINES
Fines, see Defaulted Fines, also Att Gen Provincial Courts Criminal Div Metro

FIRE

416-965-5881
CCR, BUILDING CODE BR is developing a fire code and administers a building code for Ontario to minimize building, health and fire hazards. Advises municipalities on matters pertaining to building by-laws, which are a local, not provincial, responsibility. Maintains the Ontario Plumbing Code.

416-965-2781

NAT RES, FOREST FIRE CONTROL BR organizes fire control planning and fire warden systems. Conducts forest fire control operations. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control.

416-965-4871

SOL GEN, OFFICE OF THE FIRE MARSHAL assists municipalities in establishing municipal fire departments including training of personnel and conducting fire protection technology courses; develops fire prevention by-laws; prepares specifications for fire apparatus and equipment; conducts municipal fire protection surveys and fire department promotional examinations (965-4858). Approves plans for institutional and public buildings as well as hotels; administers Lightning Rods Act; consults with governments and architects on major fire problems; supports fire codes and statutes committees (965-4851). Investigates causes of incendiary, large loss & fatal fires, gaseous explosions; assists Crown attorneys and coroners (965-4861). Promotes public safety programs; publishes fire loss statistics and technical, legal, instructional and fire prevention literature (965-4871). Film library loan service available. Advisory and investigation services are provided from Toronto and district offices. Contact local fire department for fire fighting and prevention.

FIREARMS

416-965-4488

SOL GEN, OPP, REGISTRAR OF FIREARMS approves issuing of permits to register and carry firearms in Ontario as outlined in the Criminal Code (Canada). Maintains a central registry of all Ontario's registered firearms.

FISH

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-3058
ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, pesticides and other contaminants on fish and other aquatic organisms. Contact regional office.

705-942-1800
NAT RES, AIR SERVICE BR in Sault Ste. Marie operates a fleet of aircraft for forest fire detection and suppression, timber, fish and wildlife management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation.

416-965-2761
NAT RES, FINANCIAL MANAGEMENT BR, besides the financial accounting functions as outlined in the first entry under accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-4451 or regional or district offices.

416-832-2261
NAT RES, FISH AND WILDLIFE RESEARCH BR near Maple, Ontario, conducts biological and environmental research and provides information on the principles of scientific fish and wildlife management, wildlife diseases and parasites, productivity of lakes and streams, aquatic systems ecology, behaviour of animals, animal pathology. Contact Director, Box 50, Maple.

416-965-7883
NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, mercury levels, lamprey, frog, turtle and snake identification, fish hatcheries, fish sanctuaries, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The Branch can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts,

shorelines, access and fishing maps. Provides: information on boating restriction regulations and Small Craft Harbours, and liaison with the Federal government on these matters (965-7887). Contact district offices.

FISHING

Fishing, see Fish

FITNESS

416-961-6262

CULT & REC, ONTARIO LOTTERY CORPORATION manages Wintario & the Provincial lotteries. Proceeds from Wintario are used through the Min. of Culture & Recreation to support one-time physical fitness, sports, recreation & cultural projects. Proceeds from Provincial sales in Ontario will be used initially for health research & related environmental projects through the Health, Labour & Environment ministries. For winning numbers check newspaper on day following draw or read sign posted at retailer's. For Wintario grants information call 965-2390 or contact ministry field offices. For health research grants specify field & write: Strategic Planning & Research Br, Min. of Health, 15 Overlea Blvd., Toronto or Pollution Control Br., Min. of the Environment, 135 St. Clair W., Toronto or Occupational Health & Safety Div., Min. of Labour, 400 University Ave., Toronto.

416-844-8171

CULT & REC, ONTARIO SPORTS TRAINING CENTRE (OSTC) in Oakville is now being developed, with construction to start in 1977, tentative completion in 1979. To be built in stages, the Ontario Sports Training Centre is designed for training of amateur athletes and to serve as a sports competition and conference centre. Phase I facilities include a natatorium, multiple gymnasiums, an indoor fieldhouse, an outdoor stadium, fitness & weight training halls, medical & physiotherapy areas, the major locker core plus administration office. Twenty-three amateur sports are included in this phase, with the sport governing bodies recommending athletes for training. The Recreation Facilities Research Project under the OSTC is being created to gather and disseminate information about planning, design, construction and operation of sports, recreation and fitness facilities.

416-965-6546

CULT & REC, SPORTS SERVICES BR encourages participation in physical activities for enjoyment. Promotes competition in multi-sports games (e.g. regional & provincial Ontario Summer & Winter Games). Provides administrative, consultative and limited financial assistance (grants) to provincial sport

governing bodies. The Ontario Sports Administration Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is also funded by this Ministry. Sports Awards Program honours accomplishments made by Ontario athletes and citizens in amateur sport. Coaching Development Program (Tel. 965-6311) improves the calibre of leadership available to amateur sport. Ontario Sports Travelcade (Tel. 965-6311) takes sports and fitness resources around Ontario to help raise the level of expertise among athletes, coaches, etc. The branch encourages physical fitness in individuals by working with community groups, municipalities and industries in the development of fitness programs (965-6311). See also Cult & Rec Office of Athletics Commissioner.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-4334

HEALTH, HEALTH PROMOTION BR HEALTH EDUCATION Consultants provide information on programs in accidents prevention, smoking and health, physical fitness. See also other sections in Health Health Promotion Br described separately.

FOOD

AG & FOOD, COLLEGES OF AGRICULTURE. Colleges of Agricultural Technology offer courses in farm management, agricultural production, agricultural laboratory technology, home economics or food service supervision, food and fashion, animal health, agricultural business management, among others. They also conduct agricultural research for the ministry. Contact colleges for further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas

trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls fruit and vegetable dealers. Issues licences to nurseries, and controls disease found in them. Licenses controlled atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) producing, packaging, wholesaling and retailing. Contact county or district office.

416-965-2124

AG & FOOD, FARM PRODUCTS MARKETING BOARD administers the Farm Products Marketing Act which provides for the regulation of forty food commodities regulated under twenty marketing plans. Each marketing plan is administered by a producer marketing board. Questions regarding specific commodity plans may be directed to the secretary of each board. The branch maintains a list of these boards.

416-965-1421

AG & FOOD, HOME ECONOMICS BR provides training in home economics; discovers, stimulates and develops local leaders; provides educational programs for Federated Women's Institutes of Ontario and other rural organizations.

416-965-7701

AG & FOOD, ONTARIO FOOD COUNCIL promotes the development of domestic and foreign markets for Ontario's food products. The Consumer Section of the Ontario Food Council provides a consumer education and information service about the availability, quality and nutritive value of Ontario foods, and on food purchasing and use. Also provides numerous publications on Ontario food products, their availability and storage.

416-259-5479

AG & FOOD, ONTARIO FOOD TERMINAL BOARD operates the Ontario Food Terminal, a wholesale fresh fruit and produce market to serve all Ontario growers of these farm products. The terminal has cold storage facilities. It plays a major role in the orderly marketing of fruits and vegetables in Ontario.

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food,

plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-6491
CORR SERV, FOOD SERVICES BR endeavours to provide adults and juveniles under the care of the ministry with wholesome, adequate nutrition and teaches food service job skills to inmates who display aptitude and desire for this type of training. Operational and training programs are conducted in the institutions, coordinated through the ministry office.

416-965-4236
HEALTH, COMMUNITY HEALTH PROTECTION BR, FOOD CONTROL Services are the responsibility of the Veterinary Public Health Consultants. Deals with the safety of food in production, processing, distribution and service; food-borne illnesses; interpretation of regulations; interpretation of laboratory results. Issues certificates of approval needed to operate pasteurization plants. Provides information to consumers, the food trade and individuals wishing to enter a food business. See also other sections in Health Community Health Protection Br described separately.

416-965-5884
HEALTH, HEALTH PROMOTION BR NUTRITION Consultants provide consultation to health agencies on nutrition, food budgeting, meal planning, obesity control, dental and prenatal care and care for senior citizens. See also other sections in Health Health Promotion Br described separately.

FOREIGN INVESTMENT

Foreign Investment, see also Ind & Tour, Industry & Trade Dev Br.

416-965-4011
IND & TOUR, STRATEGIC PLANNING BR assists offices of the Minister, Deputy Minister and Ministry Policy Committee in the coordination of ministry policy planning. Provides: long range planning for development of industry, trade and tourism in Ontario; Ontario comment to the Federal Government on Foreign Investment Review Agency (FIRA) and General Agreement on Tariffs and Trade by the world's trading nations.

416-965-2999
TE & IA, ECONOMIC POLICY BR researches and advises the Ministry on medium and long term socio-economic policies and

strategies. Studies foreign investment, foreign trade policy, Competition Act, housing, energy, and anti-inflation programs.

FOREIGN LAND

Foreign Land sale, see CCR Real Estate & Business Brokers.

FORENSIC SCIENCE

416-965-2561

SOL GEN, CENTRE OF FORENSIC SCIENCES prepares legally admissable evidence for law enforcement officers, attorneys, coroners, etc., by means of scientific examination of physical objects and materials. Supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of breathalyzers and the training of operators (965-9507). Provides educational programs and materials for persons and agencies using forensic science services.

416-965-1554

SOL GEN, FORENSIC PATHOLOGY BR assists in determining the cause of deaths in unusual circumstances and in unveiling concealed homicides through autopsies & biological and other techniques of forensic science. Supervises regional pathologists. Supports pathologists' and law enforcement officers' continuing education in legal medicine and sudden death investigations.

FOREST

Forest, see also Forest Fire, Forest Industries, Forest Rangers.

416-965-2785

NAT RES, DIVISION OF FORESTS is responsible for the production and harvesting of timber and the provision of woodland for recreational purposes. Forest Management Br. grows seedlings for provincial nurseries and the public for reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests. Forest Research Br in Maple (416 832-2261) provides scientific and technical knowledge through research in forest management. Timber Sales Br. (965-2731) is responsible for management and licensing of timber sales. Contact regional or district offices.

416-965-6225
NAT RES, SURVEYS & MAPPING BRANCH A. The Branch provides topographical and cadastral descriptions of the land base. Cartography Section (965-4743) produces planimetric, geological and other thematic maps for ministry field surveys. Inventory Section (965-6914) maintains the Forest Resources Inventory (FRI) and data on forest stands in Northern Ontario. Drafting Services Section (965-7108) provides drafting, mapping and graphics support services to the ministry. Control Surveys Section (965-4538) will install and manage a provincial system to coordinate, and set standards for, control surveys. Cadastral Surveys Section (965-2714) has data from ministry surveys and from private surveyors on resurveys of township boundaries and Crown land surveys prior to their disposition under statute. See also Nat Res Surveys & Mapping Branch (B) for other activities.

FOREST FIRE

705-942-1800
NAT RES, AIR SERVICE BR in Sault Ste. Marie operates a fleet of aircraft for forest fire detection and suppression, timber, fish and wildlife management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation.

416-965-2781
NAT RES, FOREST FIRE CONTROL BR organizes fire control planning and fire warden systems. Conducts forest fire control operations. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control.

FOREST INDUSTRIES

Forest Industries, see also Forest

416-965-2781
NAT RES, FOREST FIRE CONTROL BR organizes fire control planning and fire warden systems. Conducts forest fire control operations. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control.

416-965-6566
TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population,

households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturers, energy, forest industries, call 965-7078; credit unions, registration of mortgages, health expenditure, mines, call 965-3792; gross provincial product & economic accounts for Ontario, call 965-4801; demographic and social statistics estimates and projections, call 965-2217.

FOREST RANGERS

416-965-3825

NAT RES, PERSONNEL BR performs the personnel functions for the Ministry of Natural Resources. For a description of branch activities, see first entry under Personnel. Also hires qualified 17 year old persons as junior forest rangers. There are personnel officers in each of the Ministry's eight Regional Offices.

FORESTRY CAMPS

416-965-5263

CORR SERV, SUPPLY AND SERVICES BR coordinates purchasing, inventory control, accommodation leasing and construction, renovations and maintenance in existing ministry offices, correctional institutions, forestry camps and training schools. Office Services Section (phone: 965-2071) provides mail and messenger, stationery and printed forms stores, and duplicating services for the ministry. See first entry under administrative services for further description of this function.

FORGERY

416-965-8117

SOL GEN, OPP, ANTI-RACKETS BR provides assistance to all police forces and government agencies in Ontario on investigations relating to white collar crime, frauds, rackets, schemes, counterfeiting and forgery. For general inquiries, contact 965-8117. For inquiries on counterfeiting call 965-1883.

FORT WILLIAM

Fort William, see Old Fort William

FOSTER CHILDREN

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is

also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to $150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single mothers, permanently unemployable fathers, foster children, etc.).

FOUR-H

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H program which provides agricultural and leadership training as well as social benefits for youth in rural areas. Contact AG REPS in county or district offices.

FRANCHISES

416-965-5151

CCR, MANAGEMENT SECRETARIAT. Commercial Studies Section conducts ministry research projects. Has general information on franchises. Systems Section (965-0232) provides the ministry with advice and assistance on management consulting, systems development and data processing.

416-965-2851

ONTARIO ENERGY BOARD regulates certain phases of the natural gas industry in Ontario, including rates and charges, designation and authorization of storage areas, construction of transmission lines, expropriation for pipelines, gas

franchises and certificates. Acts upon references by the Ministry of Energy about wholesale Ontario Hydro rates, and by the Lieutenant Governor in Council on any questions about energy. The Board answers to the Legislature through the Ministry of Energy.

FRANCO-ONTARIAN

Franco-Ontarian, see also French

416-965-0598

CULT & REC, ADVISORY COUNCIL on FRANCO-ONTARIAN AFFAIRS is an advisory body to make recommendations to the Minister of Colleges & Universities and the Minister of Culture & Recreation on any matter for which their ministries are responsible and which affect Franco-Ontarians or on any matter which one or both ministers may refer to the Council for consideration. The Council maintains close liaison with the French community in order to be well informed of the needs of Franco-Ontarians in the fields of post-secondary education, culture and recreation.

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, makes grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, film makers and photographers may also apply. Other programs include Creative Artists In Schools (CAIS), designed specifically for creative artists, and ONTOUR, giving assistance to concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

FRATERNAL SOCIETIES

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises

policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

FRAUDS

416-965-8117

SOL GEN, OPP, ANTI-RACKETS BR provides assistance to all police forces and government agencies in Ontario on investigations relating to white collar crime, frauds, rackets, schemes, counterfeiting and forgery. For general inquiries, contact 965-8117. For inquiries on counterfeiting call 965-1883.

FRENCH

French, see also Franco-Ontarian

416-965-4716

CABINET COMMITTEE ON CONFEDERATION advises the government on: the relationship of Ontario to Confederation and on related federal-provincial and interprovincial relationships; how the public might acquire further understanding of the advantages of confederation; means of greater interaction between Ontarians and the people from the other provinces. The office of the Coordinator on Bilingualism (965-3865) which coordinates the implementation of the government's bilingualism policy (English and French language services to the public) reports to this Committee.

416-965-1438

CIV SERV, STAFF TRAINING & DEVELOPMENT BR. Staff Training & Development Services Section (965-1438) identifies training and development needs of Ontario Government employees. Develops appropriate learning experience to meet these needs and evaluates effectiveness of this training. Courses and seminars are usually held at the Staff Development Centre, Kempenfeldt Bay, Barrie (705-728-2321). French Language Services Section (965-4162) offers French language training courses to provincial and municipal employees. Assists ministries in recruitment of bilingual staff. Administers Ontario-Quebec Summer Student Job Exchange program and civil servants exchanges. Library (965-7096) offers specialized services in the management science field.

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance to Ontario students studying at colleges

and universities. Administers three programs based on financial need: the Ontario Student Assistance Program - Canada Student Loan (OSAP - CSL); Ontario Student Loan (OSL); and Ontario Special Bursary (OSB). The assistance may come as loans or grants. The branch also awards fellowships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships, and has programs for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, Summer Language Bursary and Interprovincial Second Language Monitor Program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

416-965-0598

CULT & REC, ADVISORY COUNCIL on FRANCO-ONTARIAN AFFAIRS is an advisory body to make recommendations to the Minister of Colleges & Universities and the Minister of Culture & Recreation on any matter for which their ministries are responsible and which affect Franco-Ontarians or on any matter which one or both ministers may refer to the Council for consideration. The Council maintains close liaison with the French community in order to be well informed of the needs of Franco-Ontarians in the fields of post-secondary education, culture and recreation.

705-526-7838

CULT & REC, HURONIA HISTORICAL PARKS. The Ministry of Culture and Recreation operates and maintains historic sites at Midland (Sainte Marie Among the Hurons) and Penetang (Historic, Naval and Military establishments). Ste. Marie Among the Hurons has been reconstructed on its original site and is open to the public as an historical exhibit. The Naval and Military Establishments have been restored and partially reconstructed, and are open to the public as an historical attraction. Both parks are maintained and operated to promote an appreciation of the Indian, French and British themes in the history of the Huronia area through public visitation. Both sites have interpretive and demonstration programs and are staffed by interpretive and maintenance staff. Contact Huronia Historical Parks, Midland, Ontario (Tel. 705 526-7838).

416-965-2190

EDUC, COUNCIL ON FRENCH LANGUAGE SCHOOLS ensures the continuing development of education for French-speaking students in Ontario. The Council advises the Minister of Education and his Deputy on all matters pertaining to French

language schools.

416-965-3155
EDUC, LANGUAGES OF INSTRUCTION COMMISSION of Ontario was established to help resolve disputes between school boards and parents over the provision of education programs in the language of a minority group, French or English as the case may be.

416-965-2667
EDUC, PROFESSIONAL DEVELOPMENT BR administers summer courses for teachers (965-2664). Coordinates teachers' winter courses which are sponsored by local school boards and approved by regional offices (965-2450). Arranges teacher and school board personnel exchange programs within Ontario and across Canada, (965-9667). Administers examination of supervisory officers after completion of pre-service and in-service training (965-9672). Provides financial assistance for French language professional development activities for teachers (965-9667). Provides staff training and development to ensure improvement and advancement of Ministry personnel (965-2680).

416-965-7171
TE & IA, COMMUNICATIONS GROUP, aside from the services mentioned in the general description (see first entry under information service), has a French Information Officer who provides information and communications advice to other Ontario Government ministries, the media and the public. Coup d'Oeil, a publication in French containing brief descriptions of government programs, is produced monthly for the French media and the public.

FROG

416-965-7883
NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, mercury levels, lamprey, frog, turtle and snake identification, fish hatcheries, fish sanctuaries, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The Branch can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides: information on boating restriction regulations and Small Craft Harbours, and liaison with the Federal government on these matters (965-7887). Contact district offices.

FRUIT

Fruit, see Farm Products

FUEL

416-965-7627

CCR, ENERGY SAFETY BR strives to prevent loss of life, bodily injury and property damage by controlling hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-1016

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains mineral economic statistics and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-1172), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing gas or oil or for geochemical and geophysical exploration. Issues permits to drill and operate machinery.

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, aviation fuel, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors.

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Automotive Vehicle Energy Management Program studies use of fuel by road vehicles to support fuel conservation legislation and direct the energy management program. Examines, tests and implements fuel conservation measures. Studies alternative fuels, especially methanol.

FUNERAL DIRECTORS

416-965-6611

CCR, CEMETERIES BR approves plans of cemetery area, rules and regulations, deed forms and tariff of rates for cemeteries, burial grounds, church yards, mausolea, crematoria, columbaria and urn gardens. The branch also answers inquiries and investigates complaints about cemeteries.

Contact Queen's Park or regional offices. For inquiries about funeral directors and embalmers, call the Board of Administration under the Embalmers and Funeral Directors Act. First Floor, 25 Grosvenor St., Toronto, 921-5164.

FUNGICIDES

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

FUR

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six veterinary laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control diseases of poultry; and the Fur Farms Act, requiring licences of fur farmers.

416-965-4251

NAT RES, WILDLIFE BR manages wildlife resources of the province through management of habitat; reviews and recommends wildlife management practices and policy; recommends and enforces wildlife-related (e.g. hunting) laws and regulations; inventories and manages endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas to provide wildlife-oriented recreation. Reviews land use planning to ensure that wildlife interests are considered. Fur Section (965-3345) coordinates and regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers federal-provincial resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

FURNITURE

Furniture, see Upholstered and Stuffed Articles

GAINS-A

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single mothers, permanently unemployable fathers, foster children, etc.).

416-965-8470

REVENUE, GUARANTEED ANNUAL INCOME SYSTEM (GAINS-A) Program was introduced in July, 1974 to provide a basic income for qualifying residents age 65 and over. A multilingual Information Centre on the GAINS-A program for senior citizens can be reached by calling 965-8470 in Metro Toronto. Outside Metro ask the Operator for Zenith 8-2000 (toll-free).

GAINS-D

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to $150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single

mothers, permanently unemployable fathers, foster children, etc.).

GAMBLING

Gambling, see also Games of Chance

416-965-8114

SOL GEN, OPP, SPECIAL INVESTIGATION BR provides assistance to Crown attorneys and law enforcement agencies including Chiefs of Police and other government agencies which deal with liquor licensing, liquor laws infractions, gambling, and suppression of illegal drugs.

GAMES OF CHANCE

416-965-5181

CCR, LOTTERIES BR issues licences, supervises and controls all lottery operators in Ontario. These include bingos, raffles and games of chance operated within the Criminal Code of Canada. Copies of the regulations are available from the branch on request.

GARAGES

416-965-1226

TR & COMM, VEHICLE LICENSING OFFICE registers motor vehicles, trailers and snowmobiles. Issues licences to all premises used for selling, repairing or dismantling motor vehicles, e.g. garages, vehicle dealers, etc. Contact local Motor Vehicle Licensing Office. Requests for information on ownership of a specific vehicle should be made in writing to: Ministry of Transportation and Communications, Macdonald Block, Queen's Park, Toronto, enclosing $3.00 fee.

GARBAGE

Garbage, see Recycling, Waste

GARDENS

416-965-6611

CCR, CEMETERIES BR approves plans of cemetery area, rules and regulations, deed forms and tariff of rates for cemeteries, burial grounds, church yards, mausolea, crematoria, columbaria and urn gardens. The branch also answers inquiries and investigates complaints about cemeteries. Contact Queen's Park or regional offices. For inquiries about funeral directors and embalmers, call the Board of Administration under the Embalmers and Funeral Directors Act. First Floor, 25 Grosvenor St., Toronto, 921-5164.

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural

areas, 27 miles of interpretive nature trails. Educational programs range from courses for children and adults on horticulture and botany, design with plant material, to credit courses at universities. The Royal Botanical Gardens also offers the public extensive information on, and identification of, ornamental plants, native plants, poisonous plants, edible and poisonous mushrooms, and ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

GARNISHMENTS

416-965-5591

ATT GEN, REFEREE of the SMALL CLAIMS COURTS of the Judicial District of York assists people with counselling on debt problems, particularly with summonses and garnishments before and after judgment. Public must telephone for appointment and bring complete information regarding income, expenses, debts and creditors. The Small Claims Court Referee's mailing address is: 425 University Ave., Rm.201, Toronto M4G 1T6.

GASOLINE

416-965-7627

CCR, ENERGY SAFETY BR strives to prevent loss of life, bodily injury and property damage by controlling hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, aviation fuel, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors.

GEOGRAPHIC NAMES

Geographic Names, see Nat Res Surveys & Mapping Br B.

GEOLOGICAL

416-965-4641

NAT RES, GEOLOGICAL BR provides information on the geology and mineral resources of Ontario for development of policy on management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral

wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques and presentation of education classes and lectures on minerals. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures and unpublished files are used by the general public, prospectors, mining companies, universities and government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake and Sudbury district offices.

416-965-1337

NAT RES, MINERAL RESEARCH BR will identify a sample of rock, minerals or ore as well as give detailed chemical and petrographic analysis of assay of mineral samples. Also examines till, sand, silt and gravel. Organizes tours for educational and other groups. Provides geological, prospecting, exploration, processing and metallurgical information. Conducts research into proper conservation and utilization of mineral resources. Branch serves mining and exploration companies, geologists, engineers, prospectors and agencies such as the Ontario Research Foundation.

416-965-6225

NAT RES, SURVEYS & MAPPING BRANCH A. The Branch provides topographical and cadastral descriptions of the land base. Cartography Section (965-4743) produces planimetric, geological and other thematic maps for ministry field surveys. Inventory Section (965-6914) maintains the Forest Resources Inventory (FRI) and data on forest stands in Northern Ontario. Drafting Services Section (965-7108) provides drafting, mapping and graphics support services to the ministry. Control Surveys Section (965-4538) will install and manage a provincial system to coordinate, and set standards for, control surveys. Cadastral Surveys Section (965-2714) has data from ministry surveys and from private surveyors on resurveys of township boundaries and Crown land surveys prior to their disposition under statute. See also Nat Res Surveys & Mapping Branch (B) for other activities.

GEOLOGY

Geology, see Geological, Geotechnical

GEOTECHNICAL

Geotechnical, see also Geological

416-965-6194

ENV, WATER RESOURCES BRANCH HYDROLOGY & Monitoring Section

coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

GERIATRICS

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private groups, develops policy on and subsidizes local residential care, extended health care, Homes for the Aged and social services for senior citizens. Assists in community outreach programs e.g. meals-on-wheels, day care, vacation care. Other programs include: operating grants for Elderly Persons Centres and senior volunteers. Helps people in retirement planning. Conducts Long-Term Study on Aging (LSA) (phone 965-5103). Provides grants for aging research and facilities, including the J. W. Crane Memorial Library of Geriatrics and Gerontology, phone 367-8867. Contact district office.

GIFT TAX

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation Tax (965-1774).

GO TEMPORARY

416-965-4758

CIV SERV, STAFFING SERVICES BR (B). Graduate Recruitment & Special Staffing Section (965-4758) assists personnel branches in recruitment of graduates for permanent positions in the Ontario Public Service (OPS); maintains an inventory of college and university graduate applications. Provides information to placement directors and secondary school guidance counsellors in Ontario. Also provides information on policies and employment practices in the OPS for permanent part-time employment and employment of disadvantaged persons. Employment Services Section (965-6081) provides information on employment opportunities and careers in the OPS to civil servants and the public. Provides a centralized inventory of qualified applicants to assist ministries with their staffing needs. Go Temporary Program (965-7688) recruits and maintains resources staff to fill temporary positions in the OPS. See also Civ Serv Staffing Services Br (A) for other

sections in Branch.

GO TRANSIT

416-630-2635

TORONTO AREA TRANSIT OPERATING AUTHORITY (TATOA) was created to design, establish and operate an inter-regional transit system serving Metro Toronto and the regional municipalities of Peel and York. Manages GO Transit, a commuter railway service operated by Canadian National Railways, and a commuter bus service operated by Gray Coach Lines and Trailways of Canada. For information on timetables and fares phone local GO Transit number.

GOVERNMENT CAUCUS OFFICE **416-965-2337**

GOVERNMENT CAUCUS OFFICE. In the June 9, 1977 provincial election, the Progressive Conservative Party (PC) was returned to Government. Each Member of Provincial Parliament belonging to the Progressive Conservative Party belongs to the Government Caucus. The Caucus deliberates policies and programs which will become part of legislation to be introduced in the Legislature. Specific Committees are responsible for certain areas. The Caucus Office has a Chief Whip who looks after attendance in full Caucus, Committee meetings and in the Legislature, and keeps all members informed as to what votes are expected in the Legislature.

GOVERNMENT PAYMENTS

Government Payments, see Govt Serv, Government Payments Br.

GOVERNMENT SERVICES

Government services, Ministry of, see GOVT SERV Branch Name

GOVT SERV ADMINISTRATIVE SERVICES **416-965-9215**

GOVT SERV, ADMINISTRATIVE SERVICES supplies the ministry with administrative services. For a description of functions, see first entry under administrative services.

GOVT SERV AUDIT BR **416-965-4805**

GOVT SERV, AUDIT BR is responsible for the ministry's audit function. For a description of the function see first entry under audit.

GOVT SERV COMPUTER SERVICES DIV **416-965-3417**

GOVT SERV, COMPUTER SERVICES DIV provides comprehensive data processing services including computing, time sharing and system support to authorized users on a cost recovery basis. Three Computing Centres in Toronto serve specific ministries: Queen's Park Computing Centre (965-0684), Leaside Data Centre (965-0941), and Downsview Computing Centre (248-3941). The Computer Systems Planning Br. (965-9240) is the planning,

central technical resource and coordinating arm of the division.

GOVT SERV DESIGN SERVICES BR **416-965-2108**
GOVT SERV, DESIGN SERVICES BR provides design and construction services for capital projects, lease purchase projects and accommodation alterations of the ministry, including interior design consulting services, kitchen facilities and laboratory facilities. Also includes preparation of documents and inspection of work performed. Part of the interior design consulting function (965-6723) is cataloguing of original paintings and sculptures owned by the Government, commissioning works of art in Government buildings and restoration of these works of art where necessary. Provides technical assistance to other ministries in problems pertaining to construction, maintenance and operation of buildings and institutions.

GOVT SERV EMPLOYEE ADVISORY SERVICE **416-965-5161**
GOVT SERV, EMPLOYEE ADVISORY SERVICE provides counselling and referral services in cases where alcohol and drug addiction related problems are affecting the work performance of an Ontario Public Service employee. Assists employees in pension planning, insurance benefits planning, and retirement planning. Provides day care counselling to employees with children aged 4 weeks through 10 years. To contact day care counselling service write or call: Employee Advisory Service, 13th floor, 25 Grosvenor Street, Toronto, tel. 965-9953.

GOVT SERV EMPLOYEE BENEFITS BR **416-965-6861**
GOVT SERV, EMPLOYEE BENEFITS BR administers the following employee benefits plans: Public Service Superannuation Act (PSSA), Superannuation Adjustment Benefits Act (SABA), Legislative Assembly Retirement Allowances Act (LARAA), Employees' Group Insurance Plan (EGP), Long Term Income Protection (LTIP) for employees of the Ontario Public Service only. Informs existing and retired employees of the benefits available. The branch is not concerned with family benefits or pensions in the private sector.

GOVT SERV EMPLOYEE DATA SERVICES BR **416-965-6541**
GOVT SERV, EMPLOYEE DATA SERVICES BR operates and maintains the Integrated Payroll Personnel Employee Benefits (IPPEB) system. Central agencies and all ministries receive a variety of services from the system including: pay lists, cheques, work history data, ministry organization structures, status changes of employees, pension contribution data, life insurance, Ontario Health Insurance Plan (OHIP) information, T-4 income tax forms and salary structures. Inquiries should be directed to Personnel or Payroll branches of the ministry

concerned or to client liasion officers within the Employee Data Services Branch.

GOVT SERV EMPLOYEE HEALTH SERVICES BR **416-965-6751**
GOVT SERV, EMPLOYEE HEALTH SERVICES BR provides direct health services to employees of the Ontario Public Service at their places of work in Toronto. Also provides advisory services to management on the health of the work force through various medical examinations.

GOVT SERV FINANCE BR **416-965-2153**
GOVT SERV, FINANCE BR supplies the ministry with financial management services. For a description of functions, see first entries under financial management and accounting.

GOVT SERV GOVERNMENT PAYMENTS BR **416-965-2905**
GOVT SERV, GOVERNMENT PAYMENTS BR is responsible for the production of cheques for the Ontario government from the Consolidated Revenue Fund or for any major cheque issuing programs developed by an Ontario Government ministry. Reconciles the Consolidated Revenue and major cheque issuing bank accounts. All cheque writing and issuing is done only upon authorized request of each ministry. For specific inquiries, contact ministry concerned.

GOVT SERV INSURANCE AND RISK MANAGEMENT **416-965-6254**
GOVT SERV, INSURANCE AND RISK MANAGEMENT advises all Ontario ministries and special purpose bodies on insurance coverage, excluding employee benefits. For information on Ontario government employee benefits call 965-6861.

GOVT SERV LEGAL BR **416-965-1141**
GOVT SERV, LEGAL BR provides legal services for the ministry in the areas of conveyancing and contracts, e.g. the acquisition (including expropriation), sale and lease of land, buildings negotiation and formulation of building contracts, computer contracts and contracts for other types of services. Provides legal opinions relating to pension benefits and litigation relating to the collection of outstanding accounts.

GOVT SERV LEGISLATIVE SERVICES BR **416-965-6415**
GOVT SERV, LEGISLATIVE SERVICES BR provides housekeeping, maintenance, steward and messenger services and support services to the Lieutenant Governor, Office of the Premier, Office of the Speaker and each Member of Provincial Parliament (MPP) in the Legislative Building. The media studio and its physical facilities (Phone 965-1164) are for the use of cabinet ministers, ministries and members of the legislature.

GOVT SERV MANAGEMENT CONSULTING SERVICES **416-965-1727**
GOVT SERV, MANAGEMENT CONSULTING SERVICES Division provides professional management consulting services to the ministries and agencies of the Ontario government in the areas of organization, operations, human resources management, electronic data processing (EDP), management information systems, finance, management science and actuarial science. The division also acts as actuaries to the Public Service Superannuation Fund (PSSF).

GOVT SERV MANAGEMENT PLANNING BR **416-965-6683**
GOVT SERV, MANAGEMENT PLANNING BR provides internal program analysis, coordinates ministry policy, procedures and systems. Also provides an information service for the ministry. For a description of information activities see first entry under information service.

GOVT SERV PERSONNEL BR **416-965-7011**
GOVT SERV, PERSONNEL BR performs the personnel functions for the Ministry of Government Services. For a description of branch activities see first entry under personnel.

GOVT SERV PLANNING AND RESEARCH BR **416-965-6817**
GOVT SERV, PLANNING AND RESEARCH BR is responsible for general purpose accommodation planning for all Ontario government ministries and most special purpose bodies. Also responsible for research activities relating to the provision and management of accommodation.

GOVT SERV PRINTING SERVICES BR **416-965-2069**
GOVT SERV, PRINTING SERVICES BR has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms, and supplies printing and typographic services to Ontario Government ministries and agencies through the graphic arts industry in Ontario. Also provides subscriptions to Hansard, Bills, Votes and Proceedings and Order Papers (965-2238). Duplicating Service (965-2211) provides an in-plant reproduction facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through both the Publications Centre (965-6015) and the Ontario Government Bookstore (965-2054) is responsible for the library depository system, cataloguing, inventory control and distribution of Ontario government publications.

GOVT SERV PROGRAM MANAGEMENT BR **416-965-2172**
GOVT SERV, PROGRAM MANAGEMENT BR is responsible for the management of all accommodation projects of the Ontario

Government. Ensures that all accommodation projects are completed on schedule, within the budget, and to the satisfaction of client ministries. Acquires land and other properties required for capital construction projects. Provides leasing services to adequately accommodate government programs. Provides alterations of government-owned and leased accommodation to ensure efficient operation of programs of ministries. Provides liaison for the Ministry of Government Services with all ministries and government agencies for all accommodation needs.

GOVT SERV PROPERTY MANAGEMENT BR **416-965-6741**
GOVT SERV, PROPERTY MANAGEMENT BR provides maintenance services to Government-owned and leased premises, including repairs, housekeeping, horticultural services, moving and bulk parking allocation, elevator maintenance and safety. It is also responsible for the reservation and use of committee rooms in the Macdonald Block (Phone: 965-1109).

GOVT SERV PROTOCOL SERVICES **416-965-5741**
GOVT SERV, PROTOCOL SERVICES Recording Office records and certifies documents and land patents searches. See also Govt Serv Protocol Services Protocol Section, also Scrolls Section.

GOVT SERV PROTOCOL SERVICES PROTOCOL **416-965-1215**
GOVT SERV, PROTOCOL SERVICES Protocol Section answers inquiries from other branches, agencies and the public about protocol procedures and social etiquette. Arranges official Ontario ceremonies, conferences and special events. A government hospitality fund provides resources to host hospitality functions (e.g. luncheons, coffee receptions) where the government officially welcomes visitors from outside Ontario who attend national or international events. Request for assistance should be in writing to: The Minister of Government Services, Queen's Park, Toronto. See also Govt Serv Protocol Services Recording Office, also Scrolls Section.

GOVT SERV PROTOCOL SERVICES SCROLLS **416-965-5733**
GOVT SERV, PROTOCOL SERVICES SCROLLS Section prepares congratulatory scrolls for Ontario citizens on the request of their Member of Provincial Parliament, to acknowledge 90th and succeeding birthdays, 50th and succeeding wedding anniversaries, or other significant accomplishments of individuals, municipalities and other organizations. See also Govt Serv Protocol Services Protocol Section, also Recording Office.

GOVT SERV PUBLIC SERVICE SUPERANNUATION BOARD 416-965-2097

GOVT SERV, PUBLIC SERVICE Superannuation Board recommends payments of annuities, pensions and disability benefits and approves applications in respect of past service credits and pension credit transfers. The Public Service Superannuation Board also hears appeal from contributors, pensioners or dependents against administrative decisions. Pensions for Ontario Public Service employees are handled by Employee Benefits Branch (965-2097). Private pension plans should be referred to the Pension Commission of Ontario (965-2961).

GOVT SERV REALTY SERVICES BR 416-965-6745

GOVT SERV, REALTY SERVICES BR is responsible for the appraisal, negotiation and surveying requirements for the acquisition and sale of real estate for most ministries, including land required for construction programs. Appraises, negotiates and acquires leased accommodation. Handles interim management of government property and disposes of such through sale or lease. Under the Employee Home Owners Assistance Plan, assists government employees transferred to other locations in Ontario in selling their homes (phone: 965-6748). Maintains an inventory of government-owned land, buildings, leases and accommodations.

GOVT SERV SPECIAL SERVICES BR 416-965-1051

GOVT SERV, SPECIAL SERVICES BR provides Ontario government ministries with these services: complete mass mailing, including addressing, labelling, folding and inserting, in addition to regular mail delivery (Tel. 965-6902); a collection service for money due to the government (Tel. 965-5195. Operates the Records Centre which provides secure storage for inactive government records and security copies of computer tapes and microfilm (279-5493); a complete vehicle repair and trucking service, available to ministries on a charge-back basis.

GOVT SERV SUPPLY ADMINISTRATION BR 416-965-6937

GOVT SERV, SUPPLY ADMINISTRATION BR provides a government-wide purchasing service, including development of specifications and standards. Develops Collective Purchasing Arrangements for commodities commonly used by Ontario Government ministries and agencies. In addition to purchasing the requirements of the Ministry of Government Services, the branch purchases furniture and all other furnishings for other ministries and other items required for the initial outfitting of new facilities. Operates the Public Tenders Office to receive tenders for government contracts. Maintains suppliers lists by vendor and commodity, and a vendors catalogue library. Controls and directs government assets disposal.

GOVT SERV SYSTEMS DEVELOPMENT **416-965-3423**
GOVT SERV, SYSTEMS DEVELOPMENT Services Division provides internal systems and programming service to Ontario government ministries and agencies.

GOVT SERV TELECOMMUNICATIONS SERVICES BR **416-965-0175**
GOVT SERV, TELECOMMUNICATIONS SERVICES BR provides local and network telecommunication services for Ontario government ministries and agencies. These are principally telephone, data communications and radio, but also include intercom, teletype, facsimile, satellite and related telecommunications services. For local telephone services, contact 965-6788; network services, contact 965-6265.

GRANGE

416-361-0414
CULT & REC, ART GALLERY OF ONTARIO cultivates and advances the cause of visual arts in Ontario with programs, lectures and films on the origin, development, appreciation and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan exhibitions in the art gallery and The Grange, a restored historic Toronto house. Circulates exhibitions to communities throughout Ontario. Offers an art rental service, art book shop, audio-visual library, art reference library and art classes for children and adults, school tours, public tours and speakers bureau.

GRANTS

416-965-1159
AG & FOOD, ACCOUNTS BR besides being responsible for the ministry's accounting function, handles general questions about grants under the farm development program. For a description of accounting function, see first entry under accounting.

416-965-1091
AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR gives grants to all the agricultural societies in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives grants to horticultural societies and plowing matches. The branch is the headquarters of the Canadian Plowing Council.

416-965-1241
AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program

which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H program which provides agricultural and leadership training as well as social benefits for youth in rural areas. Contact AG REPS in county or district offices.

416-965-5971

AG & FOOD, LIVESTOCK BR promotes production of livestock and high quality livestock products through extension and improvement programs, and grants for Ontario producers. Maintains laboratories where milk samples are tested to determine butterfat content. This branch has responsibility for acts affecting livestock producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred livestock by public auction in Ontario. If such sale is conducted within a municipality, only a municipal auctioneer's licence is required.

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts that require: vaccination of cattle to control brucellosis, licences for livestock community sales, licences of persons involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Issues licences and inspects riding horse establishments, and Pregnant Mare Urine Farms (PMU) for the ultimate production of the hormone estrogen. Licenses those other than pharmacists & veterinarians, who sell livestock medicine. Requires registration of facilities that use animals for research. Provides grants to municipalities of under 50,000 people to construct or renovate pounds.

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch, provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost, obliterated or not registered. Does not provide for the creation of new divisions. Provides grants under the Land Titles Survey Fund under special circumstances. Contact

Queen's Park or regional offices.

416-965-5241
COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance to Ontario students studying at colleges and universities. Administers three programs based on financial need: the Ontario Student Assistance Program - Canada Student Loan (OSAP - CSL); Ontario Student Loan (OSL); and Ontario Special Bursary (OSB). The assistance may come as loans or grants. The branch also awards fellowships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships, and has programs for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, Summer Language Bursary and Interprovincial Second Language Monitor Program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

416-965-3870
COLL UNIV, UNIVERSITY AFFAIRS DIV is responsible for administering the provincial grants to Ontario universities. In this regard the division develops and analyzes policy proposals with reference to university operations and their funding, implements policy decisions and maintains ministry-advisory council relations and university-government relations in general. Answers inquiries about admissions policy and manpower planning.

416-965-1818
COMM SOC, CHILD WELFARE BR INSTITUTIONS provides individual groups and social agencies with grants and assistance in planning, construction, purchase of facilities and long term development of residential treatment services such as substitute homes, maternity homes for unwed mothers and a few homes for the retarded and physically handicapped. Homes treat emotionally disturbed children and youth, drug abusers and delinquents to help them become self-reliant. Also licenses these institutions. Contact district office.

416-965-1673
COMM SOC, POLICY ANALYSIS & FINANCIAL PLANNING BR provides the ministry with strategic planning coordination, program analysis, and integration of multi-year plans and annual estimates preparation. Develops and evolves options for the Provincial Income Security Policy and supports Ontario participation in federal-provincial reviews. Conducts research studies and provides support, research grants and

consultation for research activities related to ministry programs.

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services. Capital and operating grants are available to approved sheltered workshops. Operating and debt retirement assistance available for half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private groups, develops policy on and subsidizes local residential care, extended health care, Homes for the Aged and social services for senior citizens. Assists in community outreach programs e.g. meals-on-wheels, day care, vacation care. Other programs include: operating grants for Elderly Persons Centres and senior volunteers. Helps people in retirement planning. Conducts Long-Term Study on Aging (LSA) (phone 965-5103). Provides grants for aging research and facilities, including the J. W. Crane Memorial Library of Geriatrics and Gerontology, phone 367-8867. Contact district office.

416-965-5975

CORR SERV, PLANNING AND RESEARCH BR conducts corrections research to develop policy and long-range planning for correctional institutions, training schools and other correctional facilities. Evaluates effectiveness of ministry rehabilitation programs. With research advisory committee, reviews all applications from outside investigators to obtain access to inmates, records and staff of correctional institutions. Also reviews requests for grants for research in the corrections field.

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres, sports facilities, arts facilities, such as concert and exhibition halls, theatres, museums, heritage conservation projects, library facilities and multicultural centres. Contact regional offices or main office.

416-965-1192
CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

416-965-6256
CULT & REC, COMMUNITY ARTS DEVELOPMENT BR has programs to encourage excellence in the arts and wider participation in arts activities. Has consultants in theatre, dance, music, visual arts, and crafts. Grants are available to provincial arts service organizations. Provides resource materials for teachers in the arts or arts groups. Contact field offices, main office, or the Ontario Arts Council.

416-965-3314
CULT & REC, COMMUNITY INFORMATION SERVICES Program provides eligible individual community information centres with funding through grants and advises them on matters such as information management, policy, staffing and volunteer training. Publications are available. Contact field offices.

416-965-7635
CULT & REC HERITAGE ADMIN BR, ARCHITECTURAL Conservation Section provides support for Ontario Heritage Foundation grants or loans to encourage renovation and restoration of buildings of historical importance or architectural value. Helpful advice on preservation is offered to organizations and individuals, including assistance with the establishment of local architectural conservation advisory committees and programs. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Historical for other activities of the branch.

416-965-4021
CULT & REC, HERITAGE ADMIN BR, HISTORICAL Section provides technical support for the Ontario Heritage Foundation in

preserving historical buildings and in erecting commemorative plaques of province-wide importance. Gives grants to aid in erecting local plaques and to publish the history of places in Ontario. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Architectural for other activities of this branch.

416-965-6621

CULT & REC, MULTICULTURAL DEVELOPMENT BR aims to improve the quality of the social environment in Ontario by facilitating community participation in: multicultural development processes through the encouragement of an appreciation and understanding of specific cultures in our multicultural society; the encouragement of information sharing through intercultural workshops; the promotion within institutions of an awareness and sensitivity to cultural differences; and community development processes through the facilitation of citizen involvement in local decision-making processes. Professional staff provide consultative services, publish handbooks and directories. Multicultural development and community participation grants are available. Contact field offices or main office. The branch assists in the Multicultural History Project (965-0212) sponsored by the Ministry and funded by Wintario. The Project will collect and preserve material about Ontario ethnocultural groups and will make it accessible through the Archives of Ontario.

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, makes grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, film makers and photographers may also apply. Other programs include Creative Artists In Schools (CAIS), designed specifically for creative artists, and ONTOUR, giving assistance to concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

416-965-5727

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing licences for archaeology

and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Acts as official recipient of gifts of archaeological interest to the province. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical importance or architectural value. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

416-961-6262

CULT & REC, ONTARIO LOTTERY CORPORATION manages Wintario & the Provincial lotteries. Proceeds from Wintario are used through the Min. of Culture & Recreation to support one-time physical fitness, sports, recreation & cultural projects. Proceeds from Provincial sales in Ontario will be used initially for health research & related environmental projects through the Health, Labour & Environment ministries. For winning numbers check newspaper on day following draw or read sign posted at retailer's. For Wintario grants information call 965-2390 or contact ministry field offices. For health research grants specify field & write: Strategic Planning & Research Br, Min. of Health, 15 Overlea Blvd., Toronto or Pollution Control Br., Min. of the Environment, 135 St. Clair W., Toronto or Occupational Health & Safety Div., Min. of Labour, 400 University Ave., Toronto.

416-965-2696

CULT & REC, PROVINCIAL LIBRARY SERVICES is responsible for assistance to public libraries throughout Ontario. Provides library grants, library by-laws and statistics, and other information assistance. Maintains close liaison with associations related to library functions and develops library services on a province-wide basis. Publishes the Ontario Library Review and In Review: Canadian Books For Children.

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional programs, organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on: recreation education advising those who provide professional preparation at colleges and universities; leisure education, training teachers within the school system; leisure counselling, training recreationists of municipalities; recreation research, administering grants in aid of research in recreation. Professional upgrading is promoted through a new certification program. Leadership

Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL). Special Interests Section (965-5665) serves: those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens, women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-6546

CULT & REC, SPORTS SERVICES BR encourages participation in physical activities for enjoyment. Promotes competition in multi-sports games (e.g. regional & provincial Ontario Summer & Winter Games). Provides administrative, consultative and limited financial assistance (grants) to provincial sport governing bodies. The Ontario Sports Administration Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is also funded by this Ministry. Sports Awards Program honours accomplishments made by Ontario athletes and citizens in amateur sport. Coaching Development Program (Tel. 965-6311) improves the calibre of leadership available to amateur sport. Ontario Sports Travelcade (Tel. 965-6311) takes sports and fitness resources around Ontario to help raise the level of expertise among athletes, coaches, etc. The branch encourages physical fitness in individuals by working with community groups, municipalities and industries in the development of fitness programs (965-6311). See also Cult & Rec Office of Athletics Commissioner.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-3141

EDUC, RESEARCH & EVALUATION BR disseminates education research results to school boards and to the public. Provides grants for educational research proposed by qualified researchers in Ontario educational organizations (phone: Toronto 965-3141). Publishes research findings on Ministry research contracts and grants through the Ontario

Government Bookstore. Develops and coordinates educational evaluation systems.

416-965-2947
EDUC, SCHOOL BUSINESS & FINANCE BR sets standards for, advises on, and supervises audits of school boards. Determines how provincial grants to local boards will be distributed. Provides architectural advice to all boards and to ministry on building needs, for construction of elementary and secondary schools. Conducts research in energy conservation in schools.

416-965-5620
EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and teachers (tel. 965-5635), and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989) Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Project Japan (965-5629), Teacher Exchange Programs (965-5996). Also operates the Ontario Student Leadership Centre (OSLC) which accepts secondary school students for a series of training courses in leadership through physical education and athletics, music, student government (965-5989). The Student Guidance Information Service (SGIS) (965-9676) provides computerized career and institutional information to schools. Also is responsible for preparation of guidance documents and Ontario Student Record (OSR) material.

416-965-5778
ENV, AIR RESOURCES BR sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Produces periodic air quality reports. Assesses immediate and long-term effects of air contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological developments, industrial trends and pollution problems, including hazardous substances and other emissions. Administers environmental research grants. Contact regional office.

416-965-7048
ENV, PESTICIDES ADVISORY COMMITTEE reviews problems about pesticides. The Committee advises on environmental research grants and evaluates results. Coordinates pesticide problems. Classifies all pesticides previous to their marketing in Ontario. Maintains a library of pesticide containers. The Ontario Government Bookstore (965-2054) has

all government publications on pesticides. For pesticide vendors and exterminators licences contact Env Pollution Control Br Pesticides Control Section, phone: 965-2401.

416-965-1296

ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. water supply, sewage and pollution control facilities for municipalities. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work and financial analysis, including details on grants available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public water and sewage service areas. Administers program of grants to regional or restructured municipalities for certain sewage works and water works.

416-636-8015

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive waste management program including new procedures for resource recovery and recycling. Provides municipalities with assistance and guidance in the economic development of waste management systems. Provides technical services, supervision and financial management required in the planning and construction of resource recovery facilities. Operates full scale experimental resource recovery plant for technology research and market development. Provides grants for selected technology demonstration projects.

416-965-4058

HEALTH, COMMUNITY HEALTH PROTECTION BR, VD (venereal disease) clinics for the diagnosis and treatment of VD are located throughout the province. Provides advice to physicians re management of VD cases and educates public on all aspects of venereal disease. Contact local Public Health unit. In Metro Toronto call any time Tel. 965-3333. Grants are available for VD clinics administered by hospitals or local Boards of Health. See also other sections in Health Community Health Protection Br described separately.

416-965-5036

HEALTH, HEALTH PROMOTION BR DENTAL Consultants provide consultation to health agencies in Ontario on preventive dental care and dental health (Contact local Public Health agency). Provide grants to dentists in underserviced areas. Deal with all Ministry policy about dental care. See also

other sections in Health Health Promotion Br described separately.

416-423-4240
HEALTH, ONTARIO CANCER TREATMENT AND RESEARCH FOUNDATION conducts regional treatment centres where treatment of cancer by radiotherapy and chemotherapy is given to patients referred by their doctors. It is affiliated with and supports the Ontario Cancer Institute (incorporating the Princess Margaret Hospital in Toronto). Rehabilitation services are also provided for patients needing speech therapy or prosthetic devices. Grants are awarded for cancer research, and medical graduates are encouraged to work on cancer treatment. Contact regional offices of the Ontario Cancer Treatment and Research Foundation.

416-920-7721
HEALTH, ONTARIO MENTAL HEALTH FOUNDATION provides grants for mental health research. The Ontario Mental Health Foundation supports specific projects, also predoctoral and postdoctoral students and postgraduate independent research.

416-965-5887
HEALTH, STRATEGIC PLANNING & RESEARCH BR provides health research grants for the following purposes: to support applied and developmental health research mainly based at Health Sciences Complexes, including hospitals (principal areas that qualify are operational, epidemiological and developmental research projects involving training or service, as well as acupuncture research); to support innovations in the organization and delivery of health service including the evaluation of health care; to support community programs teaching primary ambulatory care to health professionals on a team-care approach; to encourage physicians (965-1170) and dentists (965-5036) to set up practices in underserviced areas; and to attract individuals to priority health training programs. Recognized health & research development organizations in Ontario may apply for the Provincial Lottery funds for health research by writing to: Director, Strategic Planning & Research Br, Ministry of Health, 15 Overlea Blvd., Toronto M4H 1A9.

416-965-3352
HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which will provide financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or

updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants.

416-965-2826

HOUSING, COMMUNITY RENEWAL BR (A). This branch administers provincial and federal-provincial programs designed to upgrade existing housing, and to help generate programs that will improve the total environment of these homes. The federal-provincial Neighbourhood Improvement Program (NIP) offers grant and loan assistance to municipalities to upgrade older residential neighbourhoods. Areas designated under the NIP are also eligible for funds under the federal Residential Rehabilitation Assistance Program (RRAP) to upgrade individual properties to minimum standards. The provincial Ontario Home Renewal Program (OHRP) provides per-capita grants to municipalities to administer directly as loans to owner-occupants whose adjusted annual family income is under $12,500. An experimental OHRP Rental Program helps landlords upgrade premises rented to low and moderate income families. In unorganized territories OHRP is administered through provincial northern affairs officers. See also Housing, Community Renewal Br (B).

416-965-9838

HOUSING, LAND MARKETING & SURVEYS BR, AHOP-HOME. Ontario's Home Ownership Made Easy (HOME) plan has been altered so it is now part of a joint federal-provincial program whereby provincial grants (of up to $750 in the first year) may be given to purchasers of Assisted Home Ownership Program (AHOP) qualified units if the purchasers have taken maximum AHOP assistance and are still spending more than 30% of their income on mortgage and municipal tax payments. The federal AHOP program is designed primarily to bring the effective mortgage rate down to 8% during the first year of occupancy through a loan for buyers of newly-built homes within specific price ranges which vary across Ontario. AHOP also provides a subsidy (up to $750 the first year) so buyers do not spend more than 25% of income on mortgage & municipal tax payments. Administration of AHOP-HOME is handled by the federal government's Central Mortgage & Housing Corporation (CMHC), whose Toronto Regional Office is at 781-2451. Other areas contact local CMHC office.

416-965-3173

HOUSING, ONTARIO HOUSING ACTION PROGRAM works with provincial

ministries and agencies, regional and area municipalities and private industry to expedite production and stabilize costs of new housing, especially for lower and moderate income families. The Ontario Housing Action Program (OHAP) also provides financial assistance to municipalities: interest-free loans for major servicing, planning study grants and unconditional housing incentive grants.

416-965-4611

HOUSING, POLICY AND PROGRAM DEVELOPMENT SECRETARIAT provides the ministry with policy development (965-4611), intergovernmental liaison (965-7867), surveys and statistical analysis (965-7025). The Secretariat is also responsible for program review and analysis. Administers the Municipal Housing Policy Statements program (MHPS) which provides grants and technical assistance to municipalities in developing statements of local housing policy.

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, GRANTS provides financial assistance to small businesses for projects which use new technology to develop new or improved products or processes through the Ontario Program for the Advancement of Industrial Technology (OPAIT). Stimulates greater awareness of industrial design and improved product design in small secondary manufacturers through the Product Design & Development Program (PDDP). Assists companies with low productivity and encourages feasibility studies for secondary manufacturers through the Program to Enhance Productivity (PEP). Aids inventors or entrepreneurs to develop a prototype and to determine feasibility of manufacturing the product through the Program to Encourage Product & Process Innovation (PEPPI). The Business Improvement Area Program (BIA) encourages business associates and municipal authorities to improve downtown core areas. Contact Queen's Park or Regional Offices (in Metro Toronto, 491-7680).

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturers, industry associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage film

production and industry in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

416-965-3405

IND & TOUR, SMALL BUSINESS OPERATIONS Div, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour Consultative Services Br entries listed separately in this index. The Selective Placement Section provides professional and skilled manpower counselling and, in cooperation with Canada Manpower & Immigration, direct overseas recruitment assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers grants to Business Schools at Ontario universities for employment of their students in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.

416-965-6287

NAT RES, CONSERVATION AUTHORITIES BR assists local conservation authorities with design, planning and operational assistance as well as grants for capital projects. Does studies and reports on watersheds.

416-965-2785

NAT RES, DIVISION OF FORESTS is responsible for the production and harvesting of timber and the provision of woodland for recreational purposes. Forest Management Br. grows seedlings for provincial nurseries and the public for reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests. Forest Research Br in Maple (416 832-2261) provides scientific and technical knowledge through research in forest management. Timber Sales Br. (965-2731) is responsible for management and licensing of timber sales. Contact regional

or district offices.

416-965-1681
REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices in Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of school supporters, and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

416-965-3505
TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal grant structure, including deconditionalizing of various specific grants. Develops budget options for assistance to local government and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for unconditional grants. Administers all unconditional grants, valued at over $400 million in 1977. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

416-965-1671
TE & IA, MUNICIPAL FINANCE BR maintains a municipal financial data system; produces financial analyses based on mun. financial statements; maintains: summary of mill rates, register of prov'l. grants to local sector & monitors its fiscal capacity. Advises on local sector debt. Studies property taxation to develop new system. Advises regional/restructured gov'ts. on financial policy; manages Special Assistance part of unconditional grants. Administers Ont. Mun. Improvement Corp. (OMIC), Ont. Educ. Capital Aid Corp. (OECAC), Ont. Univ. Capital Aid Corp. (OUCAC). Contact: Loc. Gov't. Financial Analysis, 965-2417; Loc. Gov't. Tax Reform 965-2194; Restructured Municipalities Finance, 965-1074; Mun. Borrowings, 965-2451; Finance Legislation, 965-0577.

416-965-2204

TE & IA, SUBSIDIES BR administers provincial and federal-provincial subsidy programs under which grants, loans and other payments are made to municipalities and individuals. These include: financial assistance to municipalities for damage sustained due to Great Lake water levels and storms (965-7499); through municipalities, assistance to elderly property owners in the form of interest-free tax credits (965-3500); financial incentives for employment creation (965-3500); tax relief to owners of productive farm land (965-7994) and managed forests (965-3500); payment of taxes or grants-in-lieu of taxes on provincially-owned properties (965-2428).

GRAVEL

Gravel, see Sand

GREAT LAKE WATER LEVELS

416-965-2204

TE & IA, SUBSIDIES BR administers provincial and federal-provincial subsidy programs under which grants, loans and other payments are made to municipalities and individuals. These include: financial assistance to municipalities for damage sustained due to Great Lake water levels and storms (965-7499); through municipalities, assistance to elderly property owners in the form of interest-free tax credits (965-3500); financial incentives for employment creation (965-3500); tax relief to owners of productive farm land (965-7994) and managed forests (965-3500); payment of taxes or grants-in-lieu of taxes on provincially-owned properties (965-2428).

GREAT LAKES

416-965-4590

ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Contact regional office.

GREENHOUSE

416-965-1081

AG & FOOD, SOILS AND CROPS BR provides information at local offices throughout the province on production of field, greenhouse and horticultural crops. Information is available to commercial growers on restrictions in use of pesticides. Administers the Weed Control Act. Inquiries on household & urban growing should be referred to the Agricultural &

Horticultural Societies Br at 965-1091.

GROUND WATER

416-965-6194

ENV, WATER RESOURCES BRANCH HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

416-965-4590

ENV, WATER RESOURCES WATER MODELLING Section develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and ground water to waste inputs, withdrawals, pollution control measures, land-use practices and climatic conditions, in order to aid development of water management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

GROUP HOMES

416-965-1487

CORR SERV, JUVENILE DIVISION provides three types of services to children between the ages of 7 and 17 years: probation and after-care, training schools and group homes. As an alternative to training schools, group homes provide juveniles with an opportunity for growth in the community. Group homes are on contract with the ministry. Community resources and training schools are used for reassessments. Regional coordinators work with homes, providing general support and liaison with other ministry branches and agencies. Province-wide probation and after-care regional offices work with juveniles and their families. See also Corr Serv Delinquency Prevention & Native Programs, another activity of this division.

GROUP OF SEVEN

416-893-1121

CULT & REC, McMICHAEL CANADIAN COLLECTION is an art gallery in a beautiful setting in Kleinberg, Ontario, which has an extensive collection of the works of Canadian artists including the Group Of Seven, Tom Thompson, Emily Carr, David Milne, Clarence Gagnon, and J. W. Morrice. Also included are works of art by native peoples. The collection is open every afternoon except Monday. All mornings and all day Monday are reserved for school tours by appointment.

GUARANTEED ANNUAL INCOME SYSTEM

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to $150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single mothers, permanently unemployable fathers, foster children, etc.).

416-965-8470

REVENUE, GUARANTEED ANNUAL INCOME SYSTEM (GAINS-A) Program was introduced in July, 1974 to provide a basic income for qualifying residents age 65 and over. A multilingual Information Centre on the GAINS-A program for senior citizens can be reached by calling 965-8470 in Metro Toronto. Outside Metro ask the Operator for Zenith 8-2000 (toll-free).

GUNS

Guns, see Firearms

HALDIMAND-NORFOLK

Haldimand-Norfolk, see Housing Project Planning & Evaluation

HALF-WAY HOUSES

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and

financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services. Capital and operating grants are available to approved sheltered workshops. Operating and debt retirement assistance available for half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

HANDICAPPED

Handicapped, see also Retarded, Disabled. Re employment policy in Ontario Public Service, see Civ Serv Staffing Services Br B.

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS provides individual groups and social agencies with grants and assistance in planning, construction, purchase of facilities and long term development of residential treatment services such as substitute homes, maternity homes for unwed mothers and a few homes for the retarded and physically handicapped. Homes treat emotionally disturbed children and youth, drug abusers and delinquents to help them become self-reliant. Also licenses these institutions. Contact district office.

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices re: funding, licensing and supervision of day nurseries; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.); and provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding child care and pre-school education. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For financial questions contact 965-2521. Contact district office.

416-965-6231

COMM SOC, MENTAL RETARDATION FACIITY SERVICES Division operates facilities and funds facilities operated by a Board of Directors for mentally retarded and multiply handicapped children and adults. Licenses approved homes which operate under the supervision of the above government facilities. Contact district office.

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs to municipalities, Indian Band Councils

and Comm Soc District Offices. At the discretion of municipalities, supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care for prescribed drugs, prosthetic, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to $150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services. Capital and operating grants are available to approved sheltered workshops. Operating and debt retirement assistance available for half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional

programs, organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on: recreation education advising those who provide professional preparation at colleges and universities; leisure education, training teachers within the school system; leisure counselling, training recreationists of municipalities; recreation research, administering grants in aid of research in recreation. Professional upgrading is promoted through a new certification program. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL). Special Interests Section (965-5665) serves: those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens, women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-9537

ONT ADVISORY COUNCIL ON PHYSICALLY HANDICAPPED consists of nineteen members appointed by Order in Council. Council advises the government on matters pertaining to the well-being of physically handicapped persons. Promotes the development and creation of opportunities for self-help for the physically handicapped. Reviews current policies relevant to handicapped persons involving education, employment, rehabilitation, income maintenance, health measures, programs on housing, transportation, recreation, guardianship and other related services. Council meets monthly.

HANSARD

416-965-2069

GOVT SERV, PRINTING SERVICES BR has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms, and supplies printing and typographic services to Ontario Government ministries and agencies through the graphic arts industry in Ontario. Also provides subscriptions to Hansard, Bills, Votes and Proceedings and Order Papers (965-2238). Duplicating Service (965-2211) provides an in-plant reproduction facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through both the Publications Centre (965-6015) and the Ontario Government Bookstore (965-2054) is responsible for the library depository system, cataloguing, inventory control and distribution of Ontario government

publications.

416-965-1456

LEGISLATIVE ASSEMBLY, HANSARD Reporting Services covers all sittings of the Legislature of Ontario and selected committees and publishes an Official Report (Hansard). The final printed Hansard is distributed to each Member of Provincial Parliament (MPP) and is available from the Ontario Government Bookstore, 880 Bay St., Toronto, telephone 965-2054, and in most libraries. To subscribe to the Hansard, contact Printing Services Branch, Print Procurement Service, Min. of Government Services, 9th floor, Ferguson Block, Queen's Park, telephone 965-2238.

HAZARDOUS SUBSTANCES

Hazardous Substances, see Labour Occupational Health Br, Env Air Resources Br, Env Water Resources Br Limnology & Toxicity Section, also Pollution.

HAZARDS

Hazards, see Safety, Building Code

HEALTH

Health, Ministry of, see HEALTH Branch Name. See also Labour Occupational Health & Safety Div. See also Building Code.

HEALTH ADDICTION RESEARCH FOUNDATION **416-595-6100**

HEALTH, ADDICTION RESEARCH FOUNDATION (ARF) conducts research and demonstration treatment, provides educational and consultative services, and publishes material in the alcohol and drug field. Information is available about various social services for people concerned with psychoactive drugs including alcohol. The Addiction Research Foundation library's extensive collection of research reports, books and audio-visual material is open to the public (Tel. 595-6144). Inpatient and outpatient treatment for alcoholics and drug abusers and addicts is available through the Clinical Institute (595-6021), an 80-bed research and teaching hospital affiliated with University of Toronto. Community consultation and treatment referral is available from ARF branches throughout Ontario.

HEALTH AMBULANCE SERVICES BR **416-965-8034**

HEALTH, AMBULANCE SERVICES BR is responsible for licensing and inspection of ambulance services in Ontario. Dispenses funds to, and generally supervises, these services. Operates a training program for operators and is responsible for central examination of graduates of the Ambulance & Emergency Care program in community colleges. Provides Ontario Health Insurance Plan approval and guidance regarding air transfers

and coordinates air ambulance transfers. Operates the Ontario Ambulance Services Information System (OASIS). The branch does not accept requests for emergency ambulance service other than air transfers. Six Regional Coordinators perform decentralized planning & coordinating functions. If ambulance service is required, consult inside cover of local telephone book or dial '0' for operator.

HEALTH AUDIT SERVICES BR **416-965-4338**
HEALTH, AUDIT SERVICES BR is responsible for the ministry's audit function. For a description of the function, see first entry under audit.

HEALTH CHILDREN'S MENTAL HEALTH SERVICES **416-965-8067**
HEALTH, CHILDREN'S MENTAL HEALTH SERVICES BR, administering the Children's Mental Health Centres Act, authorizes the establishment, licensing, funding and setting of standards of facilities for centres that treat children and adolescents who are emotionally disturbed or suffer from mental disorder. Included in these residential or non-residential centres all over Ontario is the Four-Phase Service System, a network of independent programs serving severely disturbed teenagers from the Metro Toronto area. The branch also funds several out-patient clinics in general hospitals, and two Regional Centres at Ottawa and Sudbury which do not fall under the Act.

HEALTH CLINIC SERVICES BR **416-965-2528**
HEALTH, CLINIC SERVICES BR Chest Disease Service (965-2301) provides diagnostic services and ambulatory treatment for tuberculosis and other respiratory diseases through district chest clinics. Conducts chest examination of miners. Also processes applications of prospective immigrants with chest problems.

HEALTH COMMUNICATIONS BR **416-965-5167**
HEALTH, COMMUNICATIONS BR provides information services health education materials and health education programs for the Ministry of Health. For a description of activities, see first entry under information service.

HEALTH COMMUNITY HEALTH PROTECTION BR **416-965-7678**
HEALTH, COMMUNITY HEALTH PROTECTION BR, Public Health Engineering Section collects and evaluates data on the quality of the water supply in recreation areas and on the analysis of drinking water. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and

institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

HEALTH COMMUNITY HEALTH PROTECTION BR FOOD 416-965-4236
HEALTH, COMMUNITY HEALTH PROTECTION BR, FOOD CONTROL Services are the responsibility of the Veterinary Public Health Consultants. Deals with the safety of food in production, processing, distribution and service; food-borne illnesses; interpretation of regulations; interpretation of laboratory results. Issues certificates of approval needed to operate pasteurization plants. Provides information to consumers, the food trade and individuals wishing to enter a food business. See also other sections in Health Community Health Protection Br described separately.

HEALTH COMMUNITY HEALTH PROTECTION BR INSPECTION 416-965-4164
HEALTH, COMMUNITY HEALTH PROTECTION BR, INSPECTION Services provides consultants to municipalities to advise on local health inspection matters. Information available from the branch on location of nearest public health agency, or contact regional offices. See also other sections in Health Community Health Protection Br described separately.

HEALTH COMMUNITY HEALTH PROTECTION BR NOPHS 416-965-1170
HEALTH, COMMUNITY HEALTH PROTECTION BR, NOPHS (Northern Ontario Public Health Services) provides direct public health services to the unorganized territories in Northern Ontario which are not served by local health units. Also provides public health inspection service to industrial camps in these areas. Contact regional office. See also other sections in Health Community Health Protection Br described separately.

HEALTH COMMUNITY HEALTH PROTECTION BR VD 416-965-4058
HEALTH, COMMUNITY HEALTH PROTECTION BR, VD (venereal disease) clinics for the diagnosis and treatment of VD are located throughout the province. Provides advice to physicians re management of VD cases and educates public on all aspects of venereal disease. Contact local Public Health unit. In Metro Toronto call any time Tel. 965-3333. Grants are available for VD clinics administered by hospitals or local Boards of Health. See also other sections in Health Community Health Protection Br described separately.

HEALTH COMMUNITY HEALTH PROTECTION BR VETERINARY 416-965-4236
HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and animals (zoonoses), such as rabies, salmonellosis, brucellosis, etc. The Veterinary Consultants advise Public

Health Officers and physicians. Project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

HEALTH COMMUNITY HEALTH PROTECTION COMMUNICABLE 416-965-4094
HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable diseases by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

HEALTH COMMUNITY HEALTH SERVICES AREA PLANNING 416-965-8059
HEALTH, COMMUNITY HEALTH SERVICES AREA PLANNING Coordinators. The five Area Planning Coordinators promote the establishment of local health planning bodies (District Health Councils), and foster health planning and coordination activities throughout their areas. Act as prime Ministry contact for health planning and coordination.

HEALTH CONSULTING SERVICES BR 416-965-8045
HEALTH, CONSULTING SERVICES BR. Staffed by professionals representative of actual providers of personal health care, the branch provides the ministry with expertise and guidance in this field and similarly advises and guides all components of the health care system. On staff are medical, psychology, nursing, allied health disciplines, occupational therapy, physiotherapy, speech pathology & audiology, rehabilitation and social work consultants. They participate in Committees, Working Groups or Task Forces which prepare recommendations for ministry health care policies. The branch is also responsible for the management of these programs: Adult Community Mental Health, Alcohol & Drug Abuse, Home Care (allows an insured Ontario resident to have treatment at home upon recommendation of a doctor), Extended Health Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) that attracts physicians to practise in rural and isolated communities.

HEALTH COUNCILS
Health Councils, see District Health Councils

HEALTH DATA DEVELOPMENT AND EVALUATION BR 416-965-8163
HEALTH, DATA DEVELOPMENT AND EVALUATION BR is responsible to all levels of the health care sector engaged in the planning

and evaluation process for the identification, interpretation and provision of health and socio-economic information in areas such as health care utilization, monitoring of health care payment systems, regional distribution of health care services, and health care statistics related to hospitals and other medical and health care institutions.

HEALTH DISCIPLINES ACT

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has three main functions: Advises the Minister of Health on policy formulation, and provides administrative support and coordination for the Minister's functions under the Health Disciplines Act; provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear appeals from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and nursing.

HEALTH DRUGS & THERAPEUTICS BR **416-965-6686**

HEALTH, DRUGS & THERAPEUTICS BR establishes and maintains quality and cost control standards for drugs. This includes evaluation and assessment of all drugs on the basis of safety, quality and therapeutic efficacy. Analytical testing is carried out as part of this assurance activity. The Branch provides professional advisory services to the Ministry, government agencies and institutions, professional groups, the pharmaceutical industry and the public on pharmaceutical services, pharmacology and therapeutics. Publishes and distributes the Ontario Drug Benefit Formulary and the PARCOST Comparative Drug Index that lists drugs assessed for quality and therapeutic value. When prescribed by a doctor or a dentist, drugs listed in the Formulary are obtained free of charge by Ontario Drug Benefit recipients. Also establishes standards of quality & cost for drugs & pharmaceutical service in hospitals, nursing homes, government institutions and Homes for the Aged.

HEALTH ENROLMENT BRANCH **416-482-1111**

HEALTH, ENROLMENT BRANCH enrolls all persons eligible for the Ontario Health Insurance Plan (OHIP); maintains records and answers all questions regarding enrolment and insured status. Immigrants receive health insurance coverage from date of application provided they apply within 90 days of landing in Ontario. Reviews eligibility for insured services. Administers program relating to : OHIP Premium assistance

based on taxable income and OHIP premium assistance based on age. Senior citizens 65 years of age or over who have resided in Ontario for the 12 months preceding application are eligible. Also provides service to employers in administration of their insured groups. Contact district offices.

HEALTH FINANCE AND ACCOUNTING BR **416-965-5053**

HEALTH, FINANCE AND ACCOUNTING BR provides financial information to management; establishes the Ministry's accounting policies and manages its payment systems. The latter encompass payments to hospitals and related facilities, payments for suppliers' goods and services, salaries, and payments under special programs such as Homes for Special Care and Extended Health Care programs(965-1505) as well as the Ontario Drug Benefit Program (965-9337). For a description of accounting function, see first entry under accounting.

HEALTH FISCAL RESOURCES BR **416-965-5415**

HEALTH, FISCAL RESOURCES BR coordinates preparation of the Ministry's multi-year plan, estimates and other financial reports; coordinates budgetary control effort and provides financial consulting services to assist Ministry program managers. Coordinates management-by-results for ministry. The branch is also responsible for the ministry's financial management functions (965-8025); e.g., approval of budgets, settlements, consideration of appeals and requests, cash flow arrangements and financial consulting services to program managers in respect to those health facilities for which they have responsibility. The health facilities include public and private hospitals, private psychiatric hospitals, children's treatment centres, nursing homes, home care programs and public health units.

HEALTH HEALTH BOARDS SECRETARIAT **416-965-7285**

HEALTH, HEALTH BOARDS SECRETARIAT has three main functions: Advises the Minister of Health on policy formulation, and provides administrative support and coordination for the Minister's functions under the Health Disciplines Act; provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear appeals from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and nursing.

HEALTH HEALTH PROMOTION BR DENTAL **416-965-5036**
HEALTH, HEALTH PROMOTION BR DENTAL Consultants provide consultation to health agencies in Ontario on preventive dental care and dental health (Contact local Public Health agency). Provide grants to dentists in underserviced areas. Deal with all Ministry policy about dental care. See also other sections in Health Health Promotion Br described separately.

HEALTH HEALTH PROMOTION BR HEALTH EDUCATION **416-965-4334**
HEALTH, HEALTH PROMOTION BR HEALTH EDUCATION Consultants provide information on programs in accidents prevention, smoking and health, physical fitness. See also other sections in Health Health Promotion Br described separately.

HEALTH HEALTH PROMOTION BR MATERNAL & CHILD **416-965-8176**
HEALTH, HEALTH PROMOTION BR MATERNAL & CHILD HEALTH Consultants promote community health programs related to prenatal and postnatal care and education, infant and preschool health, health of children at school, family life education and family planning. Contact Health Communications Br (965-5167) for information. See also other sections in Health Health Promotion Br described separately.

HEALTH HEALTH PROMOTION BR NUTRITION **416-965-5884**
HEALTH, HEALTH PROMOTION BR NUTRITION Consultants provide consultation to health agencies on nutrition, food budgeting, meal planning, obesity control, dental and prenatal care and care for senior citizens. See also other sections in Health Health Promotion Br described separately.

HEALTH HEALTH PROMOTION BR PUBLIC HEALTH NURSING **416-965-4441**
HEALTH, HEALTH PROMOTION BR PUBLIC HEALTH NURSING Consultants provide consultation to health agencies in all areas of public health nursing services. Provides information on public health nursing job opportunities and licensing to practise public health nursing. See also other sections in Health Health Promotion Br described separately.

HEALTH HEALTH PROMOTION BR THE ELDERLY **416-965-8177**
HEALTH, HEALTH PROMOTION BR THE ELDERLY. Consultant for the elderly advises health agencies on preventive health care for the older adult or senior citizens in the community. See also other sections in Health Health Promotion Br described separately.

HEALTH HOMES FOR SPECIAL CARE PROGRAM **416-965-5081**
HEALTH, HOMES FOR SPECIAL CARE PROGRAM, Psychiatric Hospitals Branch, licenses and inspects Homes for Special Care which provide nursing home and residential home care for former

patients of Ontario psychiatric hospitals and mental retardation centres. Contact local psychiatric hospital.

HEALTH HUMAN RESOURCES BR **416-965-5077**
HEALTH, HUMAN RESOURCES BR performs the personnel functions for the Ministry of Health. For a description of branch activities, see first entry under personnel. The Branch is also a resource to the general health sector in labour relations, compensation and management development.

HEALTH INSPECTION BR LABORATORY **416-965-4063**
HEALTH, INSPECTION BR LABORATORY LICENSING Service ensures the development and maintenance of high standards of medical laboratory services in Ontario and to encourage most economical use of available resources through a licensing and inspection program. Private and hospital laboratories are inspected annually, or as necessary, and facts on all aspects of laboratory operation are gathered. Also issues licences to specimen collection centres (bleeding stations).

HEALTH INSPECTION BR NURSING HOME **416-965-5081**
HEALTH, INSPECTION BR NURSING HOME INSPECTION Services licenses, inspects and investigates complaints about nursing homes. Inspection involves quality and quantity of nursing and personal care provided; adequacy of fire and general safety equipment; sanitation. Approves construction plans for new homes. Most residents of nursing homes are eligible for Extended Health Care (EHC) benefits under the Ontario Health Insurance Plan (OHIP). Under the EHC program, chronic care patients in hospitals and psychiatric hospitals are discharged to Homes for Special Care and nursing homes which can better meet their treatment needs while making more hospital beds available. OHIP partially covers cost of treatment. Application for EHC is made through a family doctor. For further information on EHC contact Health Communications Br, 965-5167. For nursing home licensing, inspection and complaints, contact head office or regional offices (in Toronto, 965-4690). For approval for development of new nursing home beds, contact Institutional Division, 965-8079.

HEALTH INSPECTION BR X-RAY **416-965-4061**
HEALTH, INSPECTION BR X-RAY INSPECTION Service administers the regulation respecting X-Ray safety by registering owners of equipment designed to produce X-Rays, approving plans for permanent locations and making safety inspections of such. Provisions of the regulation also apply to the healing arts as well as certain areas in industry and research. Acts as information or referral agency for questions about the use of radioactive material.

HEALTH INSTITUTIONAL OPERATIONS BR **416-965-8161**
HEALTH, INSTITUTIONAL OPERATIONS BR develops and evaluates guidelines for the effective and efficient operation of hospitals and other health care institutions in order to equitably distribute finite amount of operating funds available for such institutions. Also provides consultative and advisory services when necessary.

HEALTH INSTITUTIONAL PLANNING BR **416-965-8015**
HEALTH, INSTITUTIONAL PLANNING BR reviews and approves plans for construction and renovation of hospitals. Administers capital financial assistance of approved projects and conducts research on development of efficient and economical facilities. For information on hospital statistics, contact Health Data Development and Evaluation Branch Tel. 965-8163.

HEALTH INSURANCE
Health Insurance, see Ontario Health Insurance Plan

HEALTH INSURANCE CLAIMS BR **416-965-5700**
HEALTH, INSURANCE CLAIMS BR processes claims under the Ontario Health Insurance Plan (OHIP). Answers general questions about enrolment in OHIP, premium payments, claims payments and Extended Health Care benefits. Contact district offices.

HEALTH LABORATORY SERVICES BR **416-248-3196**
HEALTH, LABORATORY SERVICES BR has laboratories throughout the province which perform tests to assist in diagnosis, prevention and treatment of disease. The Laboratory Services Branch serves doctors, hospitals, other ministries, and analyzes drinking water for the general public. For drinking water specimen mailing kits call 248-3171.

HEALTH LEGAL BR **416-965-2477**
HEALTH, LEGAL BR provides legal services for the Ministry of Health. For a description of branch activities, see first entry under legal services.

HEALTH MANPOWER PLANNING **416-965-5021**
HEALTH, MANPOWER PLANNING Section under the Office of the Deputy Minister, Community Health Services, assembles and provides information on supply and requirements for health manpower (physicians, nurses, allied health professionals, etc.) and prepares policy studies for Ministry review. The section serves the Ministries of Health, Colleges & Universities, and the Ontario Council of Health.

HEALTH ONTARIO CANCER TREATMENT **416-423-4240**
HEALTH, ONTARIO CANCER TREATMENT AND RESEARCH FOUNDATION

conducts regional treatment centres where treatment of cancer by radiotherapy and chemotherapy is given to patients referred by their doctors. It is affiliated with and supports the Ontario Cancer Institute (incorporating the Princess Margaret Hospital in Toronto). Rehabilitation services are also provided for patients needing speech therapy or prosthetic devices. Grants are awarded for cancer research, and medical graduates are encouraged to work on cancer treatment. Contact regional offices of the Ontario Cancer Treatment and Research Foundation.

HEALTH ONTARIO COUNCIL OF HEALTH **416-965-5031**
HEALTH, ONTARIO COUNCIL OF HEALTH advises the Minister of Health on all health care matters and makes recommendations about other studies not done by the Ontario Council of Health.

HEALTH ONTARIO DRUG BENEFIT PROGRAM **416-965-9337**
HEALTH, ONTARIO DRUG BENEFIT PROGRAM provides prescribed drugs free of charge to senior citizens (65 yrs. or older) who have resided in Ontario for the past 12 months. In addition, persons receiving Family Benefits Act (FBA) & General Welfare Act (GWA) assistance are eligible, as well as those receiving vocational rehabilitation assistance, Homes For Special Care and Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to the drug benefit. Federal Old Age Security (OAS) pensioners automatically get this card, but those over 65 who are not OAS pensioners must apply. Application forms available at most pharmacies or by writing to: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly drug benefit cards. To be approved, drugs must be listed in the Drug Benefit Formulary which provides quality and cost control; prescribed by a doctor or a dentist; and obtained in Ontario.

HEALTH ONTARIO MENTAL HEALTH FOUNDATION **416-920-7721**
HEALTH, ONTARIO MENTAL HEALTH FOUNDATION provides grants for mental health research. The Ontario Mental Health Foundation supports specific projects, also predoctoral and postdoctoral students and postgraduate independent research.

HEALTH PERSONAL HEALTH DIV **416-965-8070**
HEALTH, PERSONAL HEALTH DIV is responsible for the development of an efficient system for the provision of personal health care services, (that is, services done to and for individuals who request or require health services provided by health practitioners). For description of the two branches in this division see Health, Program Development

Br and Health, Consulting Services Br.

HEALTH PROFESSIONAL SERVICES MONITORING BR **416-965-2181**

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, chiropodists, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to the OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

HEALTH PROGRAM DEVELOPMENT BR **416-965-8070**

HEALTH, PROGRAM DEVELOPMENT BR is a team of highly qualified individuals who examine and assess present personal health care systems, programs and services, and advise the ministry on this aspect. The branch will lead specialist teams that will develop and implement projects for innovation in this field. Project Development Officers specialize in areas as general, medical, psychological, allied health and field coordination. Project & Research Analysts undertake technical research. See also Health, Personal Health Div and Health Consulting Services Br.

HEALTH PSYCHIATRIC HOSPITALS BR **416-965-6234**

HEALTH, PSYCHIATRIC HOSPITALS BR is responsible for administering Provincial Psychiatric Hospitals. Contact local psychiatric hospital.

HEALTH RESEARCH

416-961-6262

CULT & REC, ONTARIO LOTTERY CORPORATION manages Wintario & the Provincial lotteries. Proceeds from Wintario are used through the Min. of Culture & Recreation to support one-time physical fitness, sports, recreation & cultural projects. Proceeds from Provincial sales in Ontario will be used initially for health research & related environmental projects through the Health, Labour & Environment ministries. For winning numbers check newspaper on day following draw or read sign posted at retailer's. For Wintario grants information call 965-2390 or contact ministry field offices. For health research grants specify field & write: Strategic Planning & Research Br, Min. of Health, 15 Overlea Blvd.,

Toronto or Pollution Control Br., Min. of the Environment, 135 St. Clair W., Toronto or Occupational Health & Safety Div., Min. of Labour, 400 University Ave., Toronto.

416-965-5887

HEALTH, STRATEGIC PLANNING & RESEARCH BR provides health research grants for the following purposes: to support applied and developmental health research mainly based at Health Sciences Complexes, including hospitals (principal areas that qualify are operational, epidemiological and developmental research projects involving training or service, as well as acupuncture research); to support innovations in the organization and delivery of health service including the evaluation of health care; to support community programs teaching primary ambulatory care to health professionals on a team-care approach; to encourage physicians (965-1170) and dentists (965-5036) to set up practices in underserviced areas; and to attract individuals to priority health training programs. Recognized health & research development organizations in Ontario may apply for the Provincial Lottery funds for health research by writing to: Director, Strategic Planning & Research Br, Ministry of Health, 15 Overlea Blvd., Toronto M4H 1A9.

HEALTH STRATEGIC PLANNING & RESEARCH BR **416-965-5887**

HEALTH, STRATEGIC PLANNING & RESEARCH BR provides health research grants for the following purposes: to support applied and developmental health research mainly based at Health Sciences Complexes, including hospitals (principal areas that qualify are operational, epidemiological and developmental research projects involving training or service, as well as acupuncture research); to support innovations in the organization and delivery of health service including the evaluation of health care; to support community programs teaching primary ambulatory care to health professionals on a team-care approach; to encourage physicians (965-1170) and dentists (965-5036) to set up practices in underserviced areas; and to attract individuals to priority health training programs. Recognized health & research development organizations in Ontario may apply for the Provincial Lottery funds for health research by writing to: Director, Strategic Planning & Research Br, Ministry of Health, 15 Overlea Blvd., Toronto M4H 1A9.

HEALTH SUPPLY AND SERVICES BR **416-965-5051**

HEALTH, SUPPLY AND SERVICES BR provides administrative services for the ministry and liaises in related activities with other ministries. Four areas of responsibility are: Supply Area (Tel. 965-3550) handles provision of goods and services such as central stationery & publications stores,

government pharmacy warehouse, purchasing, transport service & assets management. Common Service Area (965-2850) provides microrecording service including health insurance microfilms, central files, library service, mail & messenger service, printing & photocopying, etc. Accommodation Area (965-2431) facilitates accommodation requirements. Special Services Area (965-5052) provides support services such as motor vehicle & liability insurance, motor vehicle accident reports, issuance of motor vehicle licences, parking licences and ID Cards, and quotation opening.

HEALTH SYSTEMS MANAGEMENT & COORDINATION BR **416-965-8019**

HEALTH, SYSTEMS MANAGEMENT & COORDINATION BR advises the Ministry and related agencies on all aspects of automatic data processing services; assists in acquiring related services of central agencies in government or procuring management consulting and systems development services elsewhere. Provides keypunching and data control services for the Ministry. Identifies opportunities for systems improvement, and coordinates the definition, development and implementation of an Information System considering security and confidentiality safeguards. Organizes and sets standards for a health data base. Develops policy and control of computer applications in hospitals. Has coordinators for particular systems e.g. hospital systems, public health, medical insurance, drug benefit, etc.

HEATING CONTRACTORS

Heating contractors licence, see CCR ENERGY SAFETY BR

HERBICIDES

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-2401

ENV, POLLUTION CONTROL BR PESTICIDES CONTROL Section ensures safe and effective use of pesticides and herbicides. Issues licences for use and sale of pesticides. Has publications on, and answers inquiries about, control of household pests, insects, etc. Contact regional office.

HERITAGE

416-965-4030

CULT & REC, ARCHIVES OF ONTARIO acquires significant unpublished documents to preserve Ontario's historical heritage and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies, through statutory control, important non-current records, and from other sources, through donation or purchase, any important manuscripts, maps, pictures, photographs, early newspapers, etc. dealing with Ontario history. Operates a public reading room for those doing historical, administrative, legal or other research. The Archives welcomes information on the location of historical material. The Archives of Ontario also advises and assists ministries and agencies in the economic and efficient management of records, forms, microrecording, correspondence, reports. Coordinates Records Management training courses. Contact 965-2187.

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres, sports facilities, arts facilities, such as concert and exhibition halls, theatres, museums, heritage conservation projects, library facilities and multicultural centres. Contact regional offices or main office.

416-965-7635

CULT & REC HERITAGE ADMIN BR, ARCHITECTURAL Conservation Section provides support for Ontario Heritage Foundation grants or loans to encourage renovation and restoration of buildings of historical importance or architectural value. Helpful advice on preservation is offered to organizations and individuals, including assistance with the establishment of local architectural conservation advisory committees and programs. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Historical for other activities of the branch.

416-965-4021

CULT & REC, HERITAGE ADMIN BR, HISTORICAL Section provides technical support for the Ontario Heritage Foundation in preserving historical buildings and in erecting commemorative plaques of province-wide importance. Gives grants to aid in erecting local plaques and to publish the history of places in Ontario. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Architectural for other activities of this branch.

416-965-4021
CULT & REC, HERITAGE ADMIN BR, MUSEUMS Assistance Program gives advisory and financial help to museums owned and maintained by municipalities, Indian Band Councils and conservation authorities. See also Cult & Rec: Heritage Admin Br Architectural and Heritage Admin Br Historical for other activities of the branch.

416-965-5727
CULT & REC, HERITAGE TRUST BR supports the acquisition by the Ontario Heritage Foundation through donation or purchase, of buildings of historic or architectural value, parkland of scenic, recreational or archaeological interest, items of archaeological importance and works of art. Following acquisition, arrangements are made for architectural conservation or restoration where necessary, as well as for custody, use or display.

416-965-4490
CULT & REC, HISTORICAL PLANNING AND RESEARCH BR provides research on history and information on archaeology that is necessary in the planning and development of Ontario government programs. Provides the Ontario Heritage Foundation with professional archaeological assistance. Answers inquiries about archaeological licences.

416-965-5727
CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing licences for archaeology and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Acts as official recipient of gifts of archaeological interest to the province. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical importance or architectural value. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

416-965-2390
CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture &

Recreation field offices.

HIGHWAY CARRIER LICENSING

Highway Carrier Licensing, see Tr & Comm, Highway Carrier Licensing Office.

HIGHWAY TRANSPORT

Highway Transport, see Tr & Comm Ont Highway Transport Board

HIGHWAYS

Highways, see also Roads

416-965-5444

SOL GEN, OPP, TRAFFIC INVESTIGATION BR enforces vehicle traffic laws. Investigates complaints about all aspects of traffic and analyzes collisions of vehicles to determine how to make highways safer.

416-248-3661

TR & COMM, DESIGN & CONSTRUCTION BR develops policy to administer provincial roads and highways construction program. Reviews, updates and develops new design policies, procedures, specifications, standards and technology for use by the regional designers, and monitors and analyzes their application. Supplies special engineering design services and detailed design of electrical facilities for ministry projects. Reviews contract documents, prepares them for advertising; processes contract awards and monitors contract payments. Monitors regional offices to ensure that policies and procedures for administering construction contracts are met.

416-248-3580

TR & COMM, ENGINEERING MATERIALS OFFICE, Materials & Laboratory Services Section (248-3684) provides laboratory testing, technical evaluation and approval services related to soils, aggregates, asphalt, concrete, metals, and chemicals used in construction and maintenance of highways and structures. Quality Assurance Section (248-3688) provides specialized engineering service regarding use and performance of cement and asphalt concrete, and granular materials. Soil Mechanics Section (248-3282) carries out and records foundation investigations for structures. Hydrology Section (248-3723) provides a specialized engineering service in all hydrologic and hydraulic matters concerning the planning, design, construction and maintenance of provincial highways and structures. Pavement Design and Management Section (248-3255) provides pavement design guidelines and assesses the field performance of aggregates used in pavements and structures.

416-248-3381

TR & COMM, EXTERNAL RELATIONS DIVISION provides legal services for the ministry through the Office of Legal Services (248-3617). The Division Support & Claims Branch (248-3127) handles insurance claims against the Crown for injuries and property damage arising from accidents on provincial highways or involving government vehicles, as well as claims by the Crown for damage to highway property or government vehicles excluding OPP vehicles; processes claims for personal injury involving government employees where a third party is involved and the employee has accepted Workmen's Compensation.

416-248-3665

TR & COMM, MAINTENANCE BR develops and implements standards, policies and procedures for maintenance of roads and highways, including landscape, structures and electrical devices on highway rights-of-way. Monitors maintenance operations to ensure compliance with standards. Prepares and controls annual maintenance budget, including day labour construction. Prepares landscape design. Prepares policy and administers permits for signs and buildings on highway rights-of-way. Manages fleet of vehicles and equipment for the Ministry, and guides garage personnel on fleet management.

416-248-3781

TR & COMM, MAINTENANCE BR, TRAFFIC ENGINEERING Office develops and implements policies, standards and procedures for traffic control devices such as signs in highways, signals, illumination, speed zoning, etc. Develops improvements in traffic control techniques and devices and assists in municipal traffic studies and improvements. Provides traffic data collection service for other branches of the ministry. Conducts Freeway Surveillance Program. Contact regional of district offices.

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways; for the purchase of capital assets; and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transit services (248-3785). Develops planning policies for provincial highways system, and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation

assistance; plans for development of local airports system and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities, and is involved in public participation programs in ministry projects (248-3931).

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry, including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials, and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & Comm regional or district offices.

416-248-3492

TR & COMM, STRUCTURAL OFFICE, Highway Engineering Div designs bridges and retaining walls on highways and prepares plans and contract documents for their construction. Reviews proposed designs of municipal bridges and culverts and inspects them to determine safe loads, maintenance needs and structure life. Recommends enactment of muncipal load limit bylaws. Generates and maintains structural standards, structural manuals and handbooks and design aids.

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Acoustics Research Program studies noise from highways and other transportation to: reduce excessive noise, understand its effects and develop standards for control. Develops noise barriers; studies noise of pavement surfaces and traffic noise, and assesses impact of trains.

416-248-3488

TR & COMM, SYSTEMS RESEARCH DEVELOPMENT BR, through the Highway Wayside Equipment Research Program develops traffic barriers to protect maintenance personnel on highways from hazard of impacting vehicles. Develops illumination design systems including advance fog warning systems, guide rails and barriers. Monitors highway lighting performance, and develops means of saving energy in city street lighting.

HISTORIC SITES

Historic Sites, see also Old Fort William, also Conservation Review Board.

705-526-7838

CULT & REC, HURONIA HISTORICAL PARKS. The Ministry of Culture and Recreation operates and maintains historic sites at Midland (Sainte Marie Among the Hurons) and Penetang (Historic, Naval and Military establishments). Ste. Marie Among the Hurons has been reconstructed on its original site and is open to the public as an historical exhibit. The Naval and Military Establishments have been restored and partially reconstructed, and are open to the public as an historical attraction. Both parks are maintained and operated to promote an appreciation of the Indian, French and British themes in the history of the Huronia area through public visitation. Both sites have interpretive and demonstration programs and are staffed by interpretive and maintenance staff. Contact Huronia Historical Parks, Midland, Ontario (Tel. 705 526-7838).

416-356-2241

NAT RES, NIAGARA PARKS COMMISSION in Niagara Falls, Ontario operates a 35 mile system of parks along the Niagara River including recreation areas, scenic attractions, historic sites. The Niagara Parks Commission also runs a School of Horticulture.

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION in Morrisburg maintains and operates parks, campgrounds and historic sites in the St. Lawrence Seaway valley. The St Lawrence Parks Commission has other facilities such as wildfowl sanctuary, maple syrup bush, riding trails, nature trails, marina, Upper Canada Golf Course, railroad museum, Loyalist Memorials, Upper Canada Village and Old Fort Henry. Student tours to last two attractions can be pre-arranged. The Commission has facilities for winter recreation, such as cross country skiing, snowmobiling, Horse-drawn sleigh rides, skating, tobogganing, snow-shoeing.

HISTORY

History, see also Cult & Rec Royal Ontario Museum

416-965-4030

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non-current records, and from other sources, through donation or purchase, any important manuscripts, maps, pictures, photographs, early newspapers, etc. dealing with Ontario history. Operates a public reading room for those doing historical, administrative, legal or other research. The Archives welcomes information on the location of historical material. The Archives of Ontario also advises and assists ministries and agencies in the economic and efficient management of records, forms, microrecording, correspondence, reports. Coordinates Records Management training courses. Contact 965-2187.

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416-965-4490

CULT & REC, HISTORICAL PLANNING AND RESEARCH BR provides research on history and information on archaeology that is necessary in the planning and development of Ontario government programs. Provides the Ontario Heritage Foundation with professional archaeological assistance. Answers inquiries about archaeological licences.

705-526-7838

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416-965-6621

CULT & REC, MULTICULTURAL DEVELOPMENT BR aims to improve the quality of the social environment in Ontario by facilitating

community participation in: multicultural development processes through the encouragement of an appreciation and understanding of specific cultures in our multicultural society; the encouragement of information sharing through intercultural workshops; the promotion within institutions of an awareness and sensitivity to cultural differences; and community development processes through the facilitation of citizen involvement in local decision-making processes. Professional staff provide consultative services, publish handbooks and directories. Multicultural development and community participation grants are available. Contact field offices or main office. The branch assists in the Multicultural History Project (965-0212) sponsored by the Ministry and funded by Wintario. The Project will collect and preserve material about Ontario ethnocultural groups and will make it accessible through the Archives of Ontario.

416-965-5727

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing licences for archaeology and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Acts as official recipient of gifts of archaeological interest to the province. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical importance or architectural value. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

416-487-6142

CULT & REC, ONTARIO HISTORICAL STUDIES SERIES Project produces comprehensive, scholarly and readable books on the historic development of Ontario. The series is divided into six parts: Bibliography of Ontario History; Biographies of major Premiers; Historical Atlas; Theme studies on aspects of Ontario's economic, social, political and cultural development; General history; and Oral history featuring interviews with people who have played a key role in Ontario's development. The series receives financial support from the Ministry of Culture and Recreation. Contact Ontario Historical Studies Series at Telephone 416 487-6142.

416-965-2314

TE & IA, LIBRARY SERVICES BR has reference materials for use by the Ministry and its agencies, and to a lesser extent, by other provincial and federal ministries. The Library has three indices which may be of interest to municipalities and

the public: an index to the Private Acts of Ontario since 1867; an index and History of Incorporation for Ontario Municipalities since 1792; an index to unincorporated places in Ontario. Questions on annexations, amalgamations, dissolutions of municipalities, e.g. to which county or district certain townships, villages, towns and cities belong, can be answered by this branch.

HOISTING PLANTS

416-965-4188

CCR, OPERATING ENGINEERS BR promotes the safe operation of power plants by examining, certifying and issuing licences to operators of steam, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

HOLIDAYS

Holidays, see Labour Employment Standards Br, also Sol Gen Retail Business Holidays Act.

HOME CARE

416-965-8045

HEALTH, CONSULTING SERVICES BR. Staffed by professionals representative of actual providers of personal health care, the branch provides the ministry with expertise and guidance in this field and similarly advises and guides all components of the health care system. On staff are medical, psychology, nursing, allied health disciplines, occupational therapy, physiotherapy, speech pathology & audiology, rehabilitation and social work consultants. They participate in Committees, Working Groups or Task Forces which prepare recommendations for ministry health care policies. The branch is also responsible for the management of these programs: Adult Community Mental Health, Alcohol & Drug Abuse, Home Care (allows an insured Ontario resident to have treatment at home upon recommendation of a doctor), Extended Health Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) that attracts physicians to practise in rural and isolated communities.

HOME ECONOMICS

AG & FOOD, COLLEGES OF AGRICULTURE. Colleges of Agricultural Technology offer courses in farm management, agricultural production, agricultural laboratory technology, home economics or food service supervision, food and fashion, animal health, agricultural business management, among others. They also conduct agricultural research for the ministry. Contact colleges for further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in

Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

416-965-1421
AG & FOOD, HOME ECONOMICS BR provides training in home economics; discovers, stimulates and develops local leaders; provides educational programs for Federated Women's Institutes of Ontario and other rural organizations.

HOME OWNERSHIP MADE EASY

416-965-9838
HOUSING, LAND MARKETING & SURVEYS BR, AHOP-HOME. Ontario's Home Ownership Made Easy (HOME) plan has been altered so it is now part of a joint federal-provincial program whereby provincial grants (of up to $750 in the first year) may be given to purchasers of Assisted Home Ownership Program (AHOP) qualified units if the purchasers have taken maximum AHOP assistance and are still spending more than 30% of their income on mortgage and municipal tax payments. The federal AHOP program is designed primarily to bring the effective mortgage rate down to 8% during the first year of occupancy through a loan for buyers of newly-built homes within specific price ranges which vary across Ontario. AHOP also provides a subsidy (up to $750 the first year) so buyers do not spend more than 25% of income on mortgage & municipal tax payments. Administration of AHOP-HOME is handled by the federal government's Central Mortgage & Housing Corporation (CMHC), whose Toronto Regional Office is at 781-2451. Other areas contact local CMHC office.

416-965-9728
HOUSING, TECHNICAL SERVICES DIV coordinates architectural, engineering and appraisal services to the Housing Production Division of Ontario Housing Corporation. Its Research & Development Section (965-9108) carries out special studies on building materials in use, energy conservation measures, etc. The Complaints Section (965-9866) looks after complaints from buyers of Home Ownership Made Easy (HOME) houses. There are complaints offices in Malvern, Ottawa, Hamilton and London. The Chief Architect's and Chief Engineer's branch functions are described individually in this index. See Housing, Technical Services Div, branch name.

HOME RENEWAL

416-965-2826
HOUSING, COMMUNITY RENEWAL BR (A). This branch administers provincial and federal-provincial programs designed to upgrade existing housing, and to help generate programs that will improve the total environment of these homes. The

federal-provincial Neighbourhood Improvement Program (NIP) offers grant and loan assistance to municipalities to upgrade older residential neighbourhoods. Areas designated under the NIP are also eligible for funds under the federal Residential Rehabilitation Assistance Program (RRAP) to upgrade individual properties to minimum standards. The provincial Ontario Home Renewal Program (OHRP) provides per-capita grants to municipalities to administer directly as loans to owner-occupants whose adjusted annual family income is under $12,500. An experimental OHRP Rental Program helps landlords upgrade premises rented to low and moderate income families. In unorganized territories OHRP is administered through provincial northern affairs officers. See also Housing, Community Renewal Br (B).

HOMEMAKERS

Homemakers, see Comm Soc Municipal Welfare Consulting Br.

HOMES FOR SPECIAL CARE

416-965-5081

HEALTH, HOMES FOR SPECIAL CARE PROGRAM, Psychiatric Hospitals Branch, licenses and inspects Homes for Special Care which provide nursing home and residential home care for former patients of Ontario psychiatric hospitals and mental retardation centres. Contact local psychiatric hospital.

416-965-5081

HEALTH, INSPECTION BR NURSING HOME INSPECTION Services licenses, inspects and investigates complaints about nursing homes. Inspection involves quality and quantity of nursing and personal care provided; adequacy of fire and general safety equipment; sanitation. Approves construction plans for new homes. Most residents of nursing homes are eligible for Extended Health Care (EHC) benefits under the Ontario Health Insurance Plan (OHIP). Under the EHC program, chronic care patients in hospitals and psychiatric hospitals are discharged to Homes for Special Care and nursing homes which can better meet their treatment needs while making more hospital beds available. OHIP partially covers cost of treatment. Application for EHC is made through a family doctor. For further information on EHC contact Health Communications Br, 965-5167. For nursing home licensing, inspection and complaints, contact head office or regional offices (in Toronto, 965-4690). For approval for development of new nursing home beds, contact Institutional Division, 965-8079.

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT PROGRAM provides prescribed drugs free of charge to senior citizens (65 yrs. or older)

who have resided in Ontario for the past 12 months. In addition, persons receiving Family Benefits Act (FBA) & General Welfare Act (GWA) assistance are eligible, as well as those receiving vocational rehabilitation assistance, Homes For Special Care and Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to the drug benefit. Federal Old Age Security (OAS) pensioners automatically get this card, but those over 65 who are not OAS pensioners must apply. Application forms available at most pharmacies or by writing to: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly drug benefit cards. To be approved, drugs must be listed in the Drug Benefit Formulary which provides quality and cost control; prescribed by a doctor or a dentist; and obtained in Ontario.

HOMES FOR THE AGED

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private groups, develops policy on and subsidizes local residential care, extended health care, Homes for the Aged and social services for senior citizens. Assists in community outreach programs e.g. meals-on-wheels, day care, vacation care. Other programs include: operating grants for Elderly Persons Centres and senior volunteers. Helps people in retirement planning. Conducts Long-Term Study on Aging (LSA) (phone 965-5103). Provides grants for aging research and facilities, including the J. W. Crane Memorial Library of Geriatrics and Gerontology, phone 367-8867. Contact district office.

HOMES WARRANTY

416-922-3005

CCR, HUDAC NEW HOME WARRANTY PROGRAM. Under the Ontario New Homes Warranty Act which came into effect Dec. 31, 1976, all builders of homes and condominiums must be registered with the HUDAC New Home Warranty Program, a non-profit corporation sponsored by the Housing and Urban Development Association of Canada (Ontario council). The self-financing program provides a warranty that new and previously unoccupied homes and condominiums sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from new home and condominium buyers. Both builders and buyers can appeal Corporation decisions with the Commercial Registration and Appeal Tribunal.

HOMICIDES

416-965-1554

SOL GEN, FORENSIC PATHOLOGY BR assists in determining the cause of deaths in unusual circumstances and in unveiling concealed homicides through autopsies & biological and other techniques of forensic science. Supervises regional pathologists. Supports pathologists' and law enforcement officers' continuing education in legal medicine and sudden death investigations.

HONEY

Honey, see Farm Products

HORSE

Horse, see also Livestock

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts that require: vaccination of cattle to control brucellosis, licences for livestock community sales, licences of persons involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Issues licences and inspects riding horse establishments, and Pregnant Mare Urine Farms (PMU) for the ultimate production of the hormone estrogen. Licenses those other than pharmacists & veterinarians, who sell livestock medicine. Requires registration of facilities that use animals for research. Provides grants to municipalities of under 50,000 people to construct or renovate pounds.

416-965-0520

CCR, ONTARIO RACING COMMISSION (ORC) promotes the proper management of horse racing and the orderly behaviour and integrity of participants. Issues licences to participants and encourages the improvement of the quality of horses that race. Contact judges and stewards at race tracks or the head office of the Ontario Racing Commission.

HORTICULTURAL

Horticultural, see also Horticulture

416-965-1091

AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR gives grants to all the agricultural societies in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays.

Also gives grants to horticultural societies and plowing matches. The branch is the headquarters of the Canadian Plowing Council.

416-562-4141
AG & FOOD, HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO conducts horticulture research to increase production and develop new varieties of fruits, vegetables and wine. It also aids growers of ornamental plants, food processors and the wine industry. The Institute provides propagating material (cuttings, etc.) to growers and nurseries.

416-965-1081
AG & FOOD, SOILS AND CROPS BR provides information at local offices throughout the province on production of field, greenhouse and horticultural crops. Information is available to commercial growers on restrictions in use of pesticides. Administers the Weed Control Act. Inquiries on household & urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

416-965-6741
GOVT SERV, PROPERTY MANAGEMENT BR provides maintenance services to Government-owned and leased premises, including repairs, housekeeping, horticultural services, moving and bulk parking allocation, elevator maintenance and safety. It is also responsible for the reservation and use of committee rooms in the Macdonald Block (Phone: 965-1109).

HORTICULTURE

Horticulture, see also Horticultural

416-527-1158
CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses for children and adults on horticulture and botany, design with plant material, to credit courses at universities. The Royal Botanical Gardens also offers the public extensive information on, and identification of, ornamental plants, native plants, poisonous plants, edible and poisonous mushrooms, and ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

416-356-2241
NAT RES, NIAGARA PARKS COMMISSION in Niagara Falls, Ontario operates a 35 mile system of parks along the Niagara River including recreation areas, scenic attractions, historic sites. The Niagara Parks Commission also runs a School of

Horticulture.

HOSPITALITY FUND

416-965-1215

GOVT SERV, PROTOCOL SERVICES Protocol Section answers inquiries from other branches, agencies and the public about protocol procedures and social etiquette. Arranges official Ontario ceremonies, conferences and special events. A government hospitality fund provides resources to host hospitality functions (e.g. luncheons, coffee receptions) where the government officially welcomes visitors from outside Ontario who attend national or international events. Request for assistance should be in writing to: The Minister of Government Services, Queen's Park, Toronto. See also Govt Serv Protocol Services Recording Office, also Scrolls Section.

HOSPITALS

416-965-8163

HEALTH, DATA DEVELOPMENT AND EVALUATION BR is responsible to all levels of the health care sector engaged in the planning and evaluation process for the identification, interpretation and provision of health and socio-economic information in areas such as health care utilization, monitoring of health care payment systems, regional distribution of health care services, and health care statistics related to hospitals and other medical and health care institutions.

416-965-8161

HEALTH, INSTITUTIONAL OPERATIONS BR develops and evaluates guidelines for the effective and efficient operation of hospitals and other health care institutions in order to equitably distribute finite amount of operating funds available for such institutions. Also provides consultative and advisory services when necessary.

416-965-8015

HEALTH, INSTITUTIONAL PLANNING BR reviews and approves plans for construction and renovation of hospitals. Administers capital financial assistance of approved projects and conducts research on development of efficient and economical facilities. For information on hospital statistics, contact Health Data Development and Evaluation Branch Tel. 965-8163.

416-965-6234

HEALTH, PSYCHIATRIC HOSPITALS BR is responsible for administering Provincial Psychiatric Hospitals. Contact local psychiatric hospital.

416-965-8019

HEALTH, SYSTEMS MANAGEMENT & COORDINATION BR advises the Ministry and related agencies on all aspects of automatic data processing services; assists in acquiring related services of central agencies in government or procuring management consulting and systems development services elsewhere. Provides keypunching and data control services for the Ministry. Identifies opportunities for systems improvement, and coordinates the definition, development and implementation of an Information System considering security and confidentiality safeguards. Organizes and sets standards for a health data base. Develops policy and control of computer applications in hospitals. Has coordinators for particular systems e.g. hospital systems, public health, medical insurance, drug benefit, etc.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

416-965-5669

LABOUR, ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION approves persons as chairmen of Arbitration Boards and as single arbitrators, dealing with rights disputes between employers and employees with collective agreements only, and with interest disputes in hospitals under the Hospital Labour Disputes Arbitration Act. Performs administrative functions for arbitration boards, e.g.: sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. The Ontario Labour-Management Arbitration Commission publishes a monthly bulletin summarizing all awards received by the Commission.

HOUSING

Housing, Ministry of, see HOUSING Branch Name. See also Ag &

Food Agricultural Manpower Services Br, also HUDAC New Home Warranty Program.

HOUSING AUDIT OPERATIONS BR **416-965-9898**

HOUSING, AUDIT OPERATIONS BR is responsible for the ministry's audit function. For a description of the function see first entry under audit.

HOUSING AUTHORITIES

416-965-9733

HOUSING, OHC, HOUSING OPERATIONS BR (Ontario) provides direction to 46 Housing Authorities and 20 Direct Management Operations in all matters relating to Ontario Housing Corporation's (OHC's) rent-geared-to-income program. Low income housing, as the program has come to be known, is available in all major cities and most towns throughout Ontario. Applications are made to the local housing manager. In Metro Toronto, the Housing Operations Branch (Metro), tel. 965-9434, is responsible for the same activity.

416-965-9810

HOUSING, OHC, SPECIAL COMMITEE on Public Housing Management was set up to plan and implement the method of managing public housing through local Housing Authorities. Other projects of a specialized nature related to housing management policy, programs and procedures within the Ministry of Housing are also assigned to this branch.

HOUSING COMMUNICATIONS BR **416-965-9780**

HOUSING, COMMUNICATIONS BR serves as the information service for the Ministry of Housing, including such components as Ontario Housing Corporation (OHC), Ontario Mortgage Corporation (OMC) and the North Pickering Development Corporation.

HOUSING COMMUNITY HOUSING DIVISION A **416-965-9652**

HOUSING, COMMUNITY HOUSING DIVISION (A). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). The Senior Citizen & Family Accommodation Program provides federal-provincial operating subsidies to municipalities wishing to construct new housing for low income groups. Rural & Native Housing Program provides mortgage geared-to-income housing mostly to native peoples in rural and remote areas. Community Sponsored Housing Program encourages community groups and municipalities to form non-profit housing corporations (cooperatives) to build and operate low-cost rental housing for low and moderate income persons. Provincial funds complement federal assistance. A

sliding-scale rent-reduction grant is available to organizations whose units are rented to those who qualify for rent supplement. See also Housing, Community Housing Division (B) for information on other programs.

HOUSING COMMUNITY HOUSING DIVISION B **416-965-9652**

HOUSING, COMMUNITY HOUSING DIVISION (B). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). Under the Rent Supplement Program private landlords offer up to 25% of units to house tenants selected from Ontario Housing Corporation (OHC) waiting lists. Tenant pays rent-geared-to-income, OHC pays subsidy to landlord. Under the Private Assisted Rental Program, private landlords design, construct, own and operate the project. Landlord makes available for a minimum of 15 years up to 100% of the units for rental to applicants from OHC waiting lists. Tenant pays rent-geared-to-income. Tenant applicants in Metro Toronto contact Housing Registry, 965-9915. Elsewhere contact local OHC office or Housing Authority. See also Housing, Community Housing Division (A) for information on other programs.

HOUSING COMMUNITY LAND DEVELOPMENT BR **416-965-0250**

HOUSING, COMMUNITY LAND DEVELOPMENT BR develops and services land for the Ministry. Provides on a fee basis when requested, development services for municipalities. Administers the Municipal Land Development Program which provides information and assistance to municipalities in assembly and servicing of land. The branch is also responsible for monitoring the interim management of land owned by Ontario Housing Corporation which is undertaken by the Ministry of Government Services.

HOUSING COMMUNITY PLANNING ADVISORY BR **416-965-3352**

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which will provide financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants.

HOUSING COMMUNITY RENEWAL BR B 416-965-2826

HOUSING, COMMUNITY RENEWAL BR (B). This branch administers provincial programs designed to improve downtown or business districts. Section 361 of the Municipal Act permits concerned businessmen to establish improvement areas and raise funds to improve and beautify municipally owned lands, buildings and structures in the area. The Ontario Downtown Revitalization Program helps municipalities with a maximum population of 125,000 to receive public investment for 'seeding' projects to restore confidence in a community's core area. Subject to availability funds are provided by the province in the form of partially recoverable loans up to a maximum two-thirds of the approved cost of the project. See also Housing, Community Renewal Br (A).

HOUSING COMMUNITY RENEWAL BRANCH A 416-965-2826

HOUSING, COMMUNITY RENEWAL BR (A). This branch administers provincial and federal-provincial programs designed to upgrade existing housing, and to help generate programs that will improve the total environment of these homes. The federal-provincial Neighbourhood Improvement Program (NIP) offers grant and loan assistance to municipalities to upgrade older residential neighbourhoods. Areas designated under the NIP are also eligible for funds under the federal Residential Rehabilitation Assistance Program (RRAP) to upgrade individual properties to minimum standards. The provincial Ontario Home Renewal Program (OHRP) provides per-capita grants to municipalities to administer directly as loans to owner-occupants whose adjusted annual family income is under $12,500. An experimental OHRP Rental Program helps landlords upgrade premises rented to low and moderate income families. In unorganized territories OHRP is administered through provincial northern affairs officers. See also Housing, Community Renewal Br (B).

HOUSING CORPORATE SECRETARY 416-965-9798

HOUSING, CORPORATE SECRETARY'S Office provides corporate secretarial services to Boards of Directors of all Crown Agencies of the Ministry (Ontario Housing Corporation, Ontario Student Housing Corporation, Ontario Mortgage Corporation and North Pickering Development Corporation). Is recipient of resolutions from municipalities requesting participation in various housing and related programs of the Ministry.

HOUSING FINANCE BR 416-965-9762

HOUSING, FINANCE BR supplies the ministry with financial management services. For a description of activities see first entries under financial management and accounting.

HOUSING LAND MARKETING & SURVEYS BR AHOP-HOME 416-965-9838
HOUSING, LAND MARKETING & SURVEYS BR, AHOP-HOME. Ontario's Home Ownership Made Easy (HOME) plan has been altered so it is now part of a joint federal-provincial program whereby provincial grants (of up to $750 in the first year) may be given to purchasers of Assisted Home Ownership Program (AHOP) qualified units if the purchasers have taken maximum AHOP assistance and are still spending more than 30% of their income on mortgage and municipal tax payments. The federal AHOP program is designed primarily to bring the effective mortgage rate down to 8% during the first year of occupancy through a loan for buyers of newly-built homes within specific price ranges which vary across Ontario. AHOP also provides a subsidy (up to $750 the first year) so buyers do not spend more than 25% of income on mortgage & municipal tax payments. Administration of AHOP-HOME is handled by the federal government's Central Mortgage & Housing Corporation (CMHC), whose Toronto Regional Office is at 781-2451. Other areas contact local CMHC office.

HOUSING LAND MARKETING & SURVEYS BR LAND 416-965-9819
HOUSING, LAND MARETING & SURVEYS BR, Land Marketing Program. Land developed by the Ministry (or through federal-provincial partnerships) will be sold to builders for cash. Whenever possible 'no frill' modest housing, Assisted Home Ownership Program (AHOP) qualified, will be constructed and sold by builders who will be required to arrange their own financing through private lending institutions.

HOUSING LAND MARKETING & SURVEYS BR MARKETING 416-965-9834
HOUSING, LAND MARKETING & SURVEYS BR, Marketing Surveys. The branch carries out Municipal Housing Studies (MHS) for municipalities under 10,000 in population that wish to use the Ministry's services. A MHS, combining the old Need and Demand Survey (NDS) Municipal Housing Policy Statement, (MHPS) is a study of the total housing market of a municipality and is a prerequisite for all Provincial Assisted Housing Programs.

HOUSING LEGAL SERVICES BR 416-965-9849
HOUSING, LEGAL SERVICES BR provides legal services for all branches of the Ministry of Housing including the Ontario Housing Corporation and the Ontario Mortgage Corporation. For a description of activities see first entry under Legal Services.

HOUSING LOCAL PLANNING POLICY BR 416-965-5890
HOUSING, LOCAL PLANNING POLICY BR researches and develops policy and recommends planning standards to apply at the local government level (municipalities), consistent with

provincial objectives.

HOUSING MANAGEMENT PLANNING & EVALUATION BR **416-965-7025**
HOUSING, MANAGEMENT PLANNING & EVALUATION BR, working with the Policy & Program Development Secretariat, ensures that the ministry has a comprehensive planning and evaluation system so that its resources are efficiently utilized. The branch has a Surveys & Statistical Analysis Section (965-7025) and a Program Planning & Evaluation Section (965-9788). Coordinates development of the multi-year plan, estimates and management by results statements. Maintains and analyzes information to accurately reflect present and future environment of the ministry in order to allow development of appropriate programs. Liaises with other ministries to determine impact of their plans on those of this ministry. Works with the Secretariat in administering the Municipal Housing Policy Statements program.

HOUSING MANAGEMENT SYSTEMS BR **416-965-9905**
HOUSING, MANAGEMENT SYSTEMS BR provides management consulting, systems development and data processing services to all parts of the Ministry of Housing. In the process works closely with other ministries and agencies of the provincial government.

HOUSING NORTH PICKERING **416-965-3031**
HOUSING, NORTH PICKERING DEVELOPMENT CORPORATION is the Crown agency responsible for community planning and development of the new community at North Pickering. Contact: Communications Section 965-9168.

HOUSING NORTH PICKERING LAND ACQUISITION **416-294-9176**
HOUSING, NORTH PICKERING LAND ACQUISITION and Management Br is responsible for acquiring and managing the Government-owned lands within the North Pickering planning area on an interim basis pending future development and serves former property owners in North Pickering as well as tenants leasing Government-owned property.

HOUSING OFFICIAL PLANS BR **416-965-1497**
HOUSING, OFFICIAL PLANS BR processes and recommends for approval by the Minister of Housing all official plans and offical plan amendments submitted by municipalities. Answers inquiries from municipalities and the public on land use planning matters.

HOUSING OHC COMMUNITY RELATIONS BR **416-965-9724**
HOUSING, OHC, COMMUNITY RELATIONS BR acts as a resource to community relations workers in the field to assist with social problems, as well as recreation for families and

senior citizens in Ontario Housing Corporation (OHC) accommodation. Also works to help residents integrate into the community.

HOUSING OHC HOUSING OPERATIONS BR **416-965-9733**
HOUSING, OHC, HOUSING OPERATIONS BR (Ontario) provides direction to 46 Housing Authorities and 20 Direct Management Operations in all matters relating to Ontario Housing Corporation's (OHC's) rent-geared-to-income program. Low income housing, as the program has come to be known, is available in all major cities and most towns throughout Ontario. Applications are made to the local housing manager. In Metro Toronto, the Housing Operations Branch (Metro), tel. 965-9434, is responsible for the same activity.

HOUSING OHC MAINTENANCE ENGINEERING **416-965-9098**
HOUSING, OHC, MAINTENANCE ENGINEERING Br is responsible for the design and construction for modernization and improvement, and to advise on maintenance matters for Ontario Housing Corporation (OHC) rent-geared-to-income buildings.

HOUSING OHC SPECIAL COMMITTEE **416-965-9810**
HOUSING, OHC, SPECIAL COMMITEE on Public Housing Management was set up to plan and implement the method of managing public housing through local Housing Authorities. Other projects of a specialized nature related to housing management policy, programs and procedures within the Ministry of Housing are also assigned to this branch.

HOUSING OHC TENANT PLACEMENT **416-965-9868**
HOUSING, OHC TENANT PLACEMENT accepts and processes applications for rent-geared-to-income housing within Metropolitan Toronto. Applications accepted in person or by mail addressed to Housing Registry, Ontario Housing Corporation, 101 Bloor St. W., Toronto (tel. 965-9915). Applicants must have 12 months residency within Metro Toronto in the past 5 years. Rent-geared-to-income program provides accommodation for families but will consider senior citizens and persons with permanent disability. Housing is offered to families in greatest need when vacancies occur.

HOUSING ONTARIO HOUSING ACTION PROGRAM **416-965-3173**
HOUSING, ONTARIO HOUSING ACTION PROGRAM works with provincial ministries and agencies, regional and area municipalities and private industry to expedite production and stabilize costs of new housing, especially for lower and moderate income families. The Ontario Housing Action Program (OHAP) also provides financial assistance to municipalities: interest-free loans for major servicing, planning study grants and unconditional housing incentive grants.

HOUSING ONTARIO MORTGAGE CORPORATION **416-965-9135**
HOUSING, ONTARIO MORTGAGE CORPORATION finances various ministry housing programs.

HOUSING OPERATIONS & DEVELOPMENT CONTROL BR **416-965-9560**
HOUSING, OPERATIONS & DEVELOPMENT CONTROL BR administers Minister's zoning order, validation, part-lot control and road closing applications. Comments to the Ontario Municipal Board on municipal zoning by-laws. Administers land severance applications for Northern Ontario. Processes appeals to the Niagara Escarpment Development Control Regulations. Coordinates the delegation of Minister's powers to local jurisdictions. Provides technical information, administrative support and statistical monitoring for the Plans Administration Div.

HOUSING PERSONNEL BR **416-965-6649**
HOUSING, PERSONNEL BR performs the personnel functions for the Ministry of Housing. For a description of functions see first entry under personnel.

HOUSING POLICY AND PROGRAM DEVELOPMENT **416-965-4611**
HOUSING, POLICY AND PROGRAM DEVELOPMENT SECRETARIAT provides the ministry with policy development (965-4611), intergovernmental liaison (965-7867), surveys and statistical analysis (965-7025). The Secretariat is also responsible for program review and analysis. Administers the Municipal Housing Policy Statements program (MHPS) which provides grants and technical assistance to municipalities in developing statements of local housing policy.

HOUSING PROJECT PLANNING & EVALUATION **416-965-6504**
HOUSING, PROJECT PLANNING & EVALUATION Branches prepare conceptual plans based on thorough physical, social, economic and financial analysis of the ministry land development projects. Present projects include Townsend in Haldimand-Norfolk, Malvern in Metro Toronto and Saltfleet near Hamilton. The branches coordinate activities of other provincial ministries, other levels of government and the private sector as they relate to these projects. The private sector, community groups and the public have ongoing regular access to the planning process. The branches are also responsible for the coordination of technical, municipal and public review and evaluation of these plans. The Ministry's Planning Group is now part of the Project Planning Br. The Planning Group provides planning information to housing production agencies, Members of Provincial Parliament, government agencies and the public.

HOUSING REGISTRY
416-965-9868

HOUSING, OHC TENANT PLACEMENT accepts and processes applications for rent-geared-to-income housing within Metropolitan Toronto. Applications accepted in person or by mail addressed to Housing Registry, Ontario Housing Corporation, 101 Bloor St. W., Toronto (tel. 965-9915). Applicants must have 12 months residency within Metro Toronto in the past 5 years. Rent-geared-to-income program provides accommodation for families but will consider senior citizens and persons with permanent disability. Housing is offered to families in greatest need when vacancies occur.

HOUSING SUBDIVISIONS BR **416-965-5506**

HOUSING, SUBDIVISIONS BR implements Ministry program designed to provide adequate housing within a sound planning framework. The province is responsible for approving plans of subdivisions and condominiums across Ontario (except where approval power has been delegated to a regional municipality). The branch ensures that these decisions conform to local, provincial and federal policies.

HOUSING SUPPLY & SERVICES BR **416-965-9713**

HOUSING, SUPPLY & SERVICES BR supplies the Ministry of Housing, Ontario Housing Corporation, Ontario Mortgage Corporation and North Pickering Development Corporation with administrative services, including purchasing (965-9749). For a description of functions see first entry under administrative services.

HOUSING TECHNICAL SERVICES DIV **416-965-9728**

HOUSING, TECHNICAL SERVICES DIV coordinates architectural, engineering and appraisal services to the Housing Production Division of Ontario Housing Corporation. Its Research & Development Section (965-9108) carries out special studies on building materials in use, energy conservation measures, etc. The Complaints Section (965-9866) looks after complaints from buyers of Home Ownership Made Easy (HOME) houses. There are complaints offices in Malvern, Ottawa, Hamilton and London. The Chief Architect's and Chief Engineer's branch functions are described individually in this index. See Housing, Technical Services Div, branch name.

HOUSING TECHNICAL SERVICES DIV ARCHITECT'S BR **416-965-9929**

HOUSING, TECHNICAL SERVICES DIV, ARCHITECT'S BR. The Chief Architect's Br provides architectural design, administrative and consultation services to the Ontario Housing Corporation housing production branches, the Ministry of Housing and Ontario Mortgage Corporation on all housing programs.

HOUSING TECHNICAL SERVICES DIV ENGINEER'S 416-965-9616

HOUSING, TECHNICAL SERVICES DIV, ENGINEER's BR. The Chief Engineer's Br ensures that all Ontario Housing Corporation (OHC) projects constructed under the Assisted Rental Housing programs comply with building code and OHC requirements. Ensures that site grading and site servicing of subdivisions developed under the Home Ownership Made Easy program comply with municipal subdivision requirements. This involves engineering reviews of drawings and field supervision.

HUDAC NEW HOME WARRANTY PROGRAM

416-922-3005

CCR, HUDAC NEW HOME WARRANTY PROGRAM. Under the Ontario New Homes Warranty Act which came into effect Dec. 31, 1976, all builders of homes and condominiums must be registered with the HUDAC New Home Warranty Program, a non-profit corporation sponsored by the Housing and Urban Development Association of Canada (Ontario council). The self-financing program provides a warranty that new and previously unoccupied homes and condominiums sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from new home and condominium buyers. Both builders and buyers can appeal Corporation decisions with the Commercial Registration and Appeal Tribunal.

HUMAN RIGHTS

416-965-6841

ONTARIO HUMAN RIGHTS COMMISSION administers the Ontario Human Rights Code to achieve equal treatment for all people in the areas of employment, housing, public accommodation such as hotels and restaurants, and related advertising, regardless of race, creed, colour, age, sex, marital status, nationality, ancestry or place of origin. Complaints of discrimination are investigated and conciliated. Educational efforts are made to eliminate prejudice. Publications on human rights are available. Community problem-solving in tense situations is undertaken. The Commission reports to the Legislature through the Minister of Labour. Contact regional offices.

HUMAN TISSUE GIFT ACT

Human Tissue Gift Act, see Sol Gen Chief Coroner's Office.

HUNTER DAMAGE COMPENSATION

416-965-5971

AG & FOOD, LIVESTOCK BR promotes production of livestock and high quality livestock products through extension and improvement programs, and grants for Ontario producers. Maintains laboratories where milk samples are tested to

determine butterfat content. This branch has responsibility for acts affecting livestock producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred livestock by public auction in Ontario. If such sale is conducted within a municipality, only a municipal auctioneer's licence is required.

HUNTING

Hunting, see also Wildlife

416-965-2761

NAT RES, FINANCIAL MANAGEMENT BR, besides the financial accounting functions as outlined in the first entry under accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-4451 or regional or district offices.

416-965-2745

NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general park information, contact 965-3081 and during the summer months from 8:00 a.m. to midnight, 967-0427.

416-965-4251

NAT RES, WILDLIFE BR manages wildlife resources of the province through management of habitat; reviews and recommends wildlife management practices and policy; recommends and enforces wildlife-related (e.g. hunting) laws and regulations; inventories and manages endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas to provide wildlife-oriented recreation. Reviews land use planning to ensure that wildlife interests are considered. Fur Section (965-3345) coordinates and regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers federal-provincial resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable

natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

HURONIA

705-526-7838

CULT & REC, HURONIA HISTORICAL PARKS. The Ministry of Culture and Recreation operates and maintains historic sites at Midland (Sainte Marie Among the Hurons) and Penetang (Historic, Naval and Military establishments). Ste. Marie Among the Hurons has been reconstructed on its original site and is open to the public as an historical exhibit. The Naval and Military Establishments have been restored and partially reconstructed, and are open to the public as an historical attraction. Both parks are maintained and operated to promote an appreciation of the Indian, French and British themes in the history of the Huronia area through public visitation. Both sites have interpretive and demonstration programs and are staffed by interpretive and maintenance staff. Contact Huronia Historical Parks, Midland, Ontario (Tel. 705 526-7838).

HYDRAULIC

416-965-1271

NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

416-248-3580

TR & COMM, ENGINEERING MATERIALS OFFICE, Materials & Laboratory Services Section (248-3684) provides laboratory testing, technical evaluation and approval services related to soils, aggregates, asphalt, concrete, metals, and chemicals used in construction and maintenance of highways and structures. Quality Assurance Section (248-3688) provides specialized engineering service regarding use and performance of cement and asphalt concrete, and granular materials. Soil Mechanics Section (248-3282) carries out and records foundation investigations for structures. Hydrology Section (248-3723) provides a specialized engineering service in all hydrologic and hydraulic matters concerning the planning, design, construction and maintenance of provincial highways and structures. Pavement Design and Management Section (248-3255) provides pavement design guidelines and

assesses the field performance of aggregates used in pavements and structures.

HYDRO

Hydro, see Ontario Hydro

HYDROLOGY

416-965-6194

ENV, WATER RESOURCES BRANCH HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

416-965-1271

NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

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ICE HUTS

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid

wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants for sewage works for municipalities. Deals with pollution control relating to septic tanks, derelict motor vehicles, litter, sewage sludge, boating and ice huts. Contact regional office.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

IMMIGRANTS

416-965-1192

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

416-965-2891

CULT & REC, TRANSLATION BUREAU provides translation services for government ministries and special purpose bodies on a charge-back basis. Also provides a free service for landed immigrants who need official documents translated into English in order to find work or pursue their training in Ontario.

416-965-2609

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of elementary & secondary school teaching certificates (965-2600); evaluation of teaching qualifications (965-6126); evaluation of academic qualifications, including those of Ontario landed immigrants (965-1357); admission of teachers to Ministry summer courses (965-4487); secondary school diplomas, scholarships (965-7291); secondary school bursaries (965-6126); transcripts of student records (965-5384); transcripts of teacher training courses (965-2600); and inspection of private schools (965-6802). The Branch evaluates foreign education documents at the elementary and secondary school levels for employment and study purposes.

416-965-2528

HEALTH, CLINIC SERVICES BR Chest Disease Service (965-2301) provides diagnostic services and ambulatory treatment for tuberculosis and other respiratory diseases through district chest clinics. Conducts chest examination of miners. Also processes applications of prospective immigrants with chest problems.

416-482-1111

HEALTH, ENROLMENT BRANCH enrolls all persons eligible for the Ontario Health Insurance Plan (OHIP); maintains records and answers all questions regarding enrolment and insured status. Immigrants receive health insurance coverage from date of application provided they apply within 90 days of landing in Ontario. Reviews eligibility for insured services. Administers program relating to : OHIP Premium assistance based on taxable income and OHIP premium assistance based on age. Senior citizens 65 years of age or over who have resided in Ontario for the 12 months preceding application are eligible. Also provides service to employers in administration of their insured groups. Contact district offices.

IMMUNIZATION

416-965-4094

HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable diseases by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

IMPORTS

Imports, see Ind & Tour Economic Analysis & Research Br.

INCENTIVE GRANTS

Incentive Grants, see Grants

INCORPORATION

416-965-5510

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-965-5424

CCR, COMPANIES SERVICES BR CORPORATION INFORMATION section deals with corporations in their filing of notices of change, by-laws, special resolutions, cancellation of charters (letters patent, certificates of incorporation) and extra-provincial licences. Also deals with arrears statements re notices of change, default notices and revival of corporations.

416-965-2041

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status, registration of corporation securities (mortgages, bonds, debentures). Can supply copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

416-965-1662

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by companies, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-965-2515

CCR, CREDIT UNIONS BR sets minimum standards for and supervises credit unions and caisses populaires. These standards govern the incorporation, management audit and

dissolution of credit unions.

IND & TOUR ADVERTISING SERVICES SECTION 416-965-4004
IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic and non-urban communities through weekly newspapers, ethnic publications, radio and television.

IND & TOUR COMMUNICATIONS DIV 416-965-5466
IND & TOUR, COMMUNICATIONS DIV has two major functions: a planning function for developing communications plans for each ministry division plus advertising services, and a delivery function through Communications Services Branch providing the ministry with photography, audio-visual, publications, releases, speeches, media liaison and other information services (see also first entry under information service). Operates a library of still and motion pictures to lend to groups interested in tourism. Film catalogues available.

IND & TOUR CONSULTATIVE SERVICES BR 416-965-0410
IND & TOUR, CONSULTATIVE SERVICES BR maintains staff in Regional Offices across the province to counsel, in broad terms, small size Ontario Businesses (mainly manufacturers) to increase economic effectiveness, stimulate growth, reduce costs, increase sales, conserve energy and assist in the development of new products and processes. Contact Queen's Park, Toronto (965-0410) or Regional Offices. Regional Office serving Metro Toronto is located at 5 Fairview Mall Drive, Willowdale (491-7680). See also Ind & Tour Small Business Operations Div, Ind & Tour Consultative Services Br Counselling, and Ind & Tour Consultative Services Br Grants.

IND & TOUR CONSULTATIVE SERVICES BR COUNSELLING 416-965-0410
IND & TOUR, CONSULTATIVE SERVICES BR, COUNSELLING provides counselling services to those starting a small business, to inventors and entrepreneurs who wish to commercialize their ideas, and to businesses that need technical assistance in metrication. Advises companies individually on their marketing and financial problems and business planning, and assists small companies that do not have traffic managers to determine the most economical method of packing and shipping products to consumers. Encourages production improvement and cost reduction through industrial engineering counselling

assistance and audio-visual presentations, and through a joint program with Mohawk College of Applied Arts & Technology to operate a Mobile Service Unit (M.S.U.) that visits companies to analyze energy costs and point out potential savings. Contact Queen's Park or Regional Offices. (in Metro Toronto, call 491-7680).

IND & TOUR CONSULTATIVE SERVICES BR GRANTS 416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, GRANTS provides financial assistance to small businesses for projects which use new technology to develop new or improved products or processes through the Ontario Program for the Advancement of Industrial Technology (OPAIT). Stimulates greater awareness of industrial design and improved product design in small secondary manufacturers through the Product Design & Development Program (PDDP). Assists companies with low productivity and encourages feasibility studies for secondary manufacturers through the Program to Enhance Productivity (PEP). Aids inventors or entrepreneurs to develop a prototype and to determine feasibility of manufacturing the product through the Program to Encourage Product & Process Innovation (PEPPI). The Business Improvement Area Program (BIA) encourages business associates and municipal authorities to improve downtown core areas. Contact Queen's Park or Regional Offices (in Metro Toronto, 491-7680).

IND & TOUR ECONOMIC ANALYSIS & RESEARCH BR 416-965-7119

IND & TOUR, ECONOMIC ANALYSIS & RESEARCH BR, Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request. Tourism and Services Research Section (965-5725) develops and maintains an effective data base and data-related information service for the tourism sector in Ontario, and provides a research service to support and direct Ministry activities such as the Interministerial Tourism and Outdoor Recreation Planning Study (TORPS).

IND & TOUR FINANCE & SYSTEMS BR 416-965-4303

IND & TOUR, FINANCE & SYSTEMS BR Estimates and Financial Reports Section coordinates multi-year plan and other related submissions. Develops internal financial information

systems. Accounts Section (965-5296) is responsible for ministry's accounting services. For description of functions see first entry under accounting. Systems Development Section (965-1873) develops and programs computer based applications for the ministry.

IND & TOUR INDUSTRY & TRADE DEV BR **416-965-5715**

IND & TOUR, INDUSTRY & TRADE DEV BR assists business to develop trade leads and sales outlets outside Ontario. Investigates marketing problems, screens potential licensees or joint ventures partners. Organizes trade, technology and Business Opportunity Missions and international trade fairs. Assists and counsels companies from outside Ontario seeking manufacturing, industry investment opportunities in Ontario. The branch is divided into four geographical areas: North America (965-3563); Europe (965-5715); the U.K. (965-5715) or contact Ontario House at Charles 11 St., London SW1 4QS, England); and Special Areas (965-5715) which deals with the remaining areas and also manages and coordinates the activities of the ministry's offices in Toyko and Mexico City.

IND & TOUR INDUSTRY BR INDUSTRIAL DEV **416-965-7196**

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturers, industry associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage film production and industry in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

IND & TOUR INDUSTRY BR INDUSTRIAL SERVICES **416-965-7299**

IND & TOUR, INDUSTRY BR, Industrial Services Section provides a consultative service, Industrial Development Training Courses and publications to inform and assist municipalities on development of industrial parks, industrial land use planning, and provincial and federal industrial development programs. Also provides plant location services to assist industry with expansion plans or new location requirements.

Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Product-Manufacturing Dev.

IND & TOUR INDUSTRY BR PRODUCT-MANUFACTURING DEV 416-965-5491
IND & TOUR, INDUSTRY BR, Product-Manufacturing Development Section assists manufacturing companies to expand and diversify production by identifying opportunities through licensing arrangements, joint ventures, mergers and acquisitions, contracts and inventions, Product Prospecting Missions, Manufacturing Opportunity Days (MOD), Shows and Bulletins. Contact Queen's Park or Regional Offices. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Industrial Services.

IND & TOUR MANAGEMENT SERVICES BR 416-965-4566
IND & TOUR, MANAGEMENT SERVICES BR Management Services Section provides management programs, printing and distribution services (965-5442), mail services (965-4278), purchasing services (965-4311), travel service and general office services (965-4323), and foreign language services (965-1587). Records Services Section (965-1873) provides records and forms control and central filing. Library Services Section (965-3365) has information on international trade, technology, tourism, small business, industry and related subjects. Permits access to its facilities for research purposes.

IND & TOUR METRIC & STANDARDS SECRETARIAT 416-965-6513
IND & TOUR, METRIC & STANDARDS SECRETARIAT provides information and coordination services to Ontario government ministries and agencies in their metric conversion and standards activities. Provides central resource file on all aspects of metrication and answers inquiries from the public. Provides Ontario Government position on metric conversion and standards in interprovincial and federal-provincial committees. Provides secretarial resources for interministerial metric conversion committees and task forces.

IND & TOUR ONTARIO PLACE CORPORATION 416-965-7711
IND & TOUR, ONTARIO PLACE CORPORATION operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto, including exhibition pavilions, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions

all year, including film showings for conventions and other groups of residents or tourists. Open daily May 21 to Sept. 5 (weekends only Sept. 10 to Oct. 10). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

IND & TOUR ONTARIO RESEARCH FOUNDATION 416-822-4111
IND & TOUR, ONTARIO RESEARCH FOUNDATION in Sheridan Park, Mississauga, Ontario L5K 1B3 provides Canadian industry, consultants and government with a broad range of research and development and technological services through non-profit, contract research. All work undertaken for clients is confidential. Multi-disciplinary, independent laboratory facilities of Ontario Research Foundation are used by over 1000 companies each year for projects ranging from short-term feasibility studies through product and process development to long-range scientific and engineering investigation.

IND & TOUR OPERATIONAL REVIEW BR 416-965-4510
IND TOUR, OPERATIONAL REVIEW BR is responsible for the ministry's audit function. For a description of the function, see the first entry under audit.

IND & TOUR PERSONNEL BR 416-965-4259
IND & TOUR, PERSONNEL BR performs personnel functions for the Ministry of Industry and Tourism, based on knowledge of Ministry programs and personnel concepts. For further description of functions see first entry under personnel.

IND & TOUR SECTOR ANALYSIS BR 416-965-5711
IND & TOUR, SECTOR ANALYSIS BR develops policy proposals for governmental consideration relating to the problems, needs and opportunities of industry in general and of individual industry sectors. Develops industry analyses on a sector basis for the information of government officials and the business community.

IND & TOUR SMALL BUSINESS OPERATIONS DIV 416-965-3405
IND & TOUR, SMALL BUSINESS OPERATIONS Div, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour Consultative Services Br entries listed separately in this index. The Selective Placement Section provides professional and skilled manpower counselling and, in cooperation with Canada Manpower & Immigration, direct overseas recruitment assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services

administers grants to Business Schools at Ontario universities for employment of their students in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.

IND & TOUR STRATEGIC PLANNING BR **416-965-4011**

IND & TOUR, STRATEGIC PLANNING BR assists offices of the Minister, Deputy Minister and Ministry Policy Committee in the coordination of ministry policy planning. Provides: long range planning for development of industry, trade and tourism in Ontario; Ontario comment to the Federal Government on Foreign Investment Review Agency (FIRA) and General Agreement on Tariffs and Trade by the world's trading nations.

IND & TOUR THE DEVELOPMENT CORPORATIONS **416-965-4622**

IND & TOUR, THE DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by: financial assistance through incentive and term loans and bank guarantees; providing sites, facilities and services in two industrial parks: providing technical, business and financial information and advice. Tourist operations, secondary manufacturing industries, and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and techniques, financing exports, and installing pollution control equipment. Contact corporation regional office.

IND & TOUR TOURISM DEVELOPMENT BR **416-965-4255**

IND & TOUR, TOURISM DEVELOPMENT BR is responsible for the development and upgrading of Ontario's tourism industry by: providing technical advice relating to planning, design, operation and management of tourist facilities (tel. 965-4255); providing information relating to funding (by the Ontario Development Corporations) to new and existing tourist facilities (Tel. 965-4024); evaluating and recommending tourism project proposals from the public for possible funding by the Ontario Development Corporations (Tel. 965-4024).

IND & TOUR TOURISM MARKETING BR **416-965-4008**

IND & TOUR, TOURISM MARKETING BR promotes Ontario travel, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying

information and publications on events, attractions, facilities and tours. Provides up-to-date ski reports and campgrounds vacancy information. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program (OTAP), and advertises Ontario to the consumer travel trade and conventions markets.

IND & TOUR TOURISM OPERATIONS BR **416-965-5757**

IND & TOUR, TOURISM OPERATIONS BR advises tourism establishment owners and prospective entrepreneurs, municipal officials, chambers of commerce, local tourism groups and regional travel associations on planning, development and marketing of tourism area facilities, attractions and events. Operates travel information centres with year-round travel counsellors at major border crossing points, and 30 summer travel centres located at secondary border crossings and along Highway 401. Issues licences to tourism establishments and takes complaints about them. Assists with implementation of Ontario Travel Association Program (OTAP). Reference materials, publications, and statistics available. Contact Regional Office.

INDIAN BAND COUNCILS

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs to municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities, supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care for prescribed drugs, prosthetic, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-4021

CULT & REC, HERITAGE ADMIN BR, MUSEUMS Assistance Program gives advisory and financial help to museums owned and maintained by municipalities, Indian Band Councils and conservation authorities. See also Cult & Rec: Heritage

Admin Br Architectural and Heritage Admin Br Historical for other activities of the branch.

416-965-5003

CULT & REC, INDIAN COMMUNITY SECRETARIAT assists Ontario native peoples in both on-reserve and off-reserve communities, in gaining full access to existing services of ministries, and in the development of self-determination and community leadership and initiative. Provides liaison between native groups and various levels of government. Where provincial funding channels do not exist, the Secretariat may consider projects from Indian Band Councils or incorporated bodies on a one-term last-resort basis. Contact field office or main office.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-6046

NAT RES, OFFICE OF INDIAN LAND CLAIMS researches and responds to specific Indian land claims and land problems. Keeps the Ministry aware of the possible extent of future land claims. Develops Ministry positions and prepares recommendations to Cabinet. Does research in consultation with other ministries, the Federal Government, Indian Band Councils and native peoples associations. On the direction of Cabinet, negotiates the settlement of valid land claims with the Indian people involved.

416-965-4308

SOL GEN, OPP, INDIAN & MUNICIPAL POLICING SERVICES BR is responsible for Indian reserve policing in the Province of Ontario. Programs include the appointments of special constables at the request of Indian Band Councils to police their particular reserves. The OPP administers the training, salary and equipment of the special constables through the provisions of the federal-provincial cost-sharing agreement. Municipal policing involves the drawing up of contracts with municipalities which have opted for policing by OPP rather than maintain their own force, and other related matters. Also provides flying patrols in the northwestern & eastern portions of the province. Police aircraft visit isolated

Indian communities on a regular basis.

INDIANS

Indians, see Indian Band Councils, also Native Peoples

INDUSTRIAL ACCIDENTS

Industrial Accidents, see Accidents

INDUSTRIAL CAMPS

416-965-1170

HEALTH, COMMUNITY HEALTH PROTECTION BR, NOPHS (Northern Ontario Public Health Services) provides direct public health services to the unorganized territories in Northern Ontario which are not served by local health units. Also provides public health inspection service to industrial camps in these areas. Contact regional office. See also other sections in Health Community Health Protection Br described separately.

INDUSTRIAL PARKS

416-965-7299

IND & TOUR, INDUSTRY BR, Industrial Services Section provides a consultative service, Industrial Development Training Courses and publications to inform and assist municipalities on development of industrial parks, industrial land use planning, and provincial and federal industrial development programs. Also provides plant location services to assist industry with expansion plans or new location requirements. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Product-Manufacturing Dev.

416-965-4622

IND & TOUR, THE DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by: financial assistance through incentive and term loans and bank guarantees; providing sites, facilities and services in two industrial parks: providing technical, business and financial information and advice. Tourist operations, secondary manufacturing industries, and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and techniques, financing exports, and installing pollution control equipment. Contact corporation regional office.

416-965-6616

TE & IA, ONTARIO LAND CORPORATION (OLC) provides financing

for land assemblies for new towns and industrial parks. Provides financing through Ontario Development Corporation for municipal industrial parks. Holds title to and manages land assemblies until assignment to permanent use.

INDUSTRIAL TRAINING

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial (Manpower) training programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact regional Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Manpower Centre. OCAP Administration Office in Queen's Park is at 965-0668.

416-965-0693

COLL UNIV, INDUSTRIAL TRAINING COUNCIL is a group of citizens appointed to advise the Minister of Colleges & Universities on provision and delivery of training programs for job related skills. Acts as contact with public to consider and make recommendations on all post-secondary skill training programs and proposals outside colleges and universities.

416-965-5375

COLL UNIV, PROGRAM RESOURCES BR develops training standards and outlines, coordinates curriculum, and generally supports the training programs undertaken by the ministry's training delivery branches: College Affairs (Institutional Training), and Industrial Training.

INDUSTRY

Industry, see also Business, Corporations, Industrial Training.

416-965-4241

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of businesses that are registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry, and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such businesses are registered.

416-965-6487

CULT & REC, CULTURAL INDUSTRIES BR is involved with the film industry, recording industry, book publishing and periodicals industries. Provides liaison with various levels of government and industries themselves. Does not give grants or loans. Main emphasis is on policy development. Contact regional offices or main office.

416-965-3980

ENV, ENVIRONMENTAL APPROVALS BR is the central area where persons and organizations seek ministry approval for activities affecting the environment. Reviews and approves applications required under the Environmental Protection Act (e.g. waste disposal sites), Ontario Water Resources Act and the Environmental Assessment Act. To apply for permits under these Acts contact ministry's regional or district offices. The branch ensures that environmental safeguards are incorporated into land-use planning policies and programs. Evaluates, at planning stage, any activity by government ministries, utilities, government-funded projects and related activities in the private sector, which will have a significant environmental impact. Develops guidelines for waste disposal systems by industry, municipalities and the public.

416-965-2214

ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes, and industrial waste treatment and control with respect to water, air and solids. Contact regional office.

416-248-3739

ENV, POLLUTION CONTROL BR RESEARCH GROUP includes: a Coordination Section, an Applied Sciences Section, a Wastewater Treatment Section, and a Water Technology Section. The group provides: liaison with academic and research groups; dissemination of technical information and findings; technical assistance to the Planning Sections; applied research studies on pollution; and technical support for, and application of, new technology to the public through regional offices or directly to municipalities and industry.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private

Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

416-965-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, pesticides and other contaminants on fish and other aquatic organisms. Contact regional office.

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic and non-urban communities through weekly newspapers, ethnic publications, radio and television.

416-965-7119

IND & TOUR, ECONOMIC ANALYSIS & RESEARCH BR, Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request. Tourism and Services Research Section (965-5725) develops and maintains an effective data base and data-related information service for the tourism sector in Ontario, and provides a research service to support and direct Ministry activities such as the

Interministerial Tourism and Outdoor Recreation Planning Study (TORPS).

416-965-5715

IND & TOUR, INDUSTRY & TRADE DEV BR assists business to develop trade leads and sales outlets outside Ontario. Investigates marketing problems, screens potential licensees or joint ventures partners. Organizes trade, technology and Business Opportunity Missions and international trade fairs. Assists and counsels companies from outside Ontario seeking manufacturing, industry investment opportunities in Ontario. The branch is divided into four geographical areas: North America (965-3563); Europe (965-5715); the U.K. (965-5715) or contact Ontario House at Charles 11 St., London SW1 4QS, England); and Special Areas (965-5715) which deals with the remaining areas and also manages and coordinates the activities of the ministry's offices in Toyko and Mexico City.

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturers, industry associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage film production and industry in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

416-965-7299

IND & TOUR, INDUSTRY BR, Industrial Services Section provides a consultative service, Industrial Development Training Courses and publications to inform and assist municipalities on development of industrial parks, industrial land use planning, and provincial and federal industrial development programs. Also provides plant location services to assist industry with expansion plans or new location requirements. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Product-Manufacturing Dev.

416-965-5491
IND & TOUR, INDUSTRY BR, Product-Manufacturing Development Section assists manufacturing companies to expand and diversify production by identifying opportunities through licensing arrangements, joint ventures, mergers and acquisitions, contracts and inventions, Product Prospecting Missions, Manufacturing Opportunity Days (MOD), Shows and Bulletins. Contact Queen's Park or Regional Offices. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Industrial Services.

416-965-4566
IND & TOUR, MANAGEMENT SERVICES BR Management Services Section provides management programs, printing and distribution services (965-5442), mail services (965-4278), purchasing services (965-4311), travel service and general office services (965-4323), and foreign language services (965-1587). Records Services Section (965-1873) provides records and forms control and central filing. Library Services Section (965-3365) has information on international trade, technology, tourism, small business, industry and related subjects. Permits access to its facilities for research purposes.

416-822-4111
IND & TOUR, ONTARIO RESEARCH FOUNDATION in Sheridan Park, Mississauga, Ontario L5K 1B3 provides Canadian industry, consultants and government with a broad range of research and development and technological services through non-profit, contract research. All work undertaken for clients is confidential. Multi-disciplinary, independent laboratory facilities of Ontario Research Foundation are used by over 1000 companies each year for projects ranging from short-term feasibility studies through product and process development to long-range scientific and engineering investigation.

416-965-5711
IND & TOUR, SECTOR ANALYSIS BR develops policy proposals for governmental consideration relating to the problems, needs and opportunities of industry in general and of individual industry sectors. Develops industry analyses on a sector basis for the information of government officials and the business community.

416-965-4011
IND & TOUR, STRATEGIC PLANNING BR assists offices of the Minister, Deputy Minister and Ministry Policy Committee in the coordination of ministry policy planning. Provides: long range planning for development of industry, trade and tourism

in Ontario; Ontario comment to the Federal Government on Foreign Investment Review Agency (FIRA) and General Agreement on Tariffs and Trade by the world's trading nations.

416-965-4622

IND & TOUR, THE DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by: financial assistance through incentive and term loans and bank guarantees; providing sites, facilities and services in two industrial parks: providing technical, business and financial information and advice. Tourist operations, secondary manufacturing industries, and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and techniques, financing exports, and installing pollution control equipment. Contact corporation regional office.

INDUSTRY & TOURISM

Industry & Tourism, Ministry of, see IND & TOUR Branch Name.

INDUSTRY & TRADE RESEARCH

Industry & Trade Research, see Ind & Tour Economic Analysis & Research Br, also Ind & Tour Sector Analysis Br.

INFORMATION CENTRES

Information Centres, see Community Information Centres

INFORMATION OFFICERS FORUM **416-965-3769**

INFORMATION OFFICERS FORUM is a professional association of Ontario Government information, communication and public relations officers organized to serve the creative and administrative needs of Ontario Government information personnel, to establish high standards of professional conduct and to advance the knowledge and technical skills of its members.

INFORMATION SERVICE

Information Service or Communications Service in each ministry informs the public about the ministry's activities. Plans and develops an information program to meet the needs and explain programs of the ministry. Methods used include answering inquiries, preparing and distributing publications, news releases, audio-visual materials, etc.; supplying media with accurate, up-to-date information. Frequently the branch prepares speech material for ministry officials.

416-965-1056
AG & FOOD, INFORMATION BR is the information service for the Ministry of Agriculture and Food. For a description of activities see first entry under Information Service.

416-965-7701
AG & FOOD, ONTARIO FOOD COUNCIL promotes the development of domestic and foreign markets for Ontario's food products. The Consumer Section of the Ontario Food Council provides a consumer education and information service about the availability, quality and nutritive value of Ontario foods, and on food purchasing and use. Also provides numerous publications on Ontario food products, their availability and storage.

416-965-4239
CCR, COMMUNICATIONS SERVICES BR provides information service for the Ministry of Consumer and Commercial Relations. For a description of activities, see first entry under information service. For specific consumer complaints contact appropriate branches described separately in this index.

416-965-6134
COLL UNIV, INFORMATION RESOURCES BR, in addition to the information service function of explaining and publishing material on ministry programs, answers questions from students, guidance counsellors and parents about the Ontario Student Assistance Program (OSAP), admission requirements to post-secondary programs, colleges and universities, including apprenticeship programs. Maintains statistics (Tel. 965-5477) on full and part-time post-secondary instruction in colleges and universities, manpower retraining, apprenticeship training, private vocational schools. Provides statistical data service for the Legislature to supplement policy, planning and administrative activities of the ministry, and provides the ministry with research consulting and advisory services. It is responsible for the library (965-1451) that serves the ministry, other government agencies and others through interlibrary loans.

416-965-7825
COMM SOC, COMMUNICATIONS BR is the information service for the Ministry of Community and Social Services. For a description of activities, see first entry under information service. Also provides assistance (e.g. consultation, publications, films, slide, displays, etc.) to municipalities and social agencies to explain social service programs.

416-965-4321
CORR SERV, INFORMATION SERVICES BR is the information service

for the Ministry of Correctional Services. For a description of activities, see first entry under information service.

416-965-3535

CULT & REC, CITIZENS' INQUIRY BRANCH is an information service which provides information about, or referral to all Ontario Government ministries. It is a resource for other government ministries, Members of Provincial Parliament (MPPs) and community or private organizations, and provides its service to those referred from these sources. The Citizens' Inquiry Branch refers the inquirer to the appropriate source of information or coordinates information and services for those unable to do so themselves.

416-965-0615

CULT & REC, COMMUNICATIONS BR provides communications policy advice in addition to writing and supplying editorial and media relations services to the Minister, Deputy Minister and all programs of the Ministry of Culture and Recreation. Provides information service to the public about activities of the ministry.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-6407

EDUC, COMMUNICATIONS SERVICES BR is the information service for the Ministry of Education. For a description of activities see first entry under information service. In addition its Library Services Section provides the Ministry of Education with library services, a newspaper clipping service, conference information, and selective dissemination of information relevant to ministry projects.

416-965-3246

ENERGY, THE MINISTRY OF ENERGY ensures that Ontario receives an adequate and secure supply of energy at reasonable prices with an acceptable environmental impact. To fulfill this responsibility the Ministry works with other ministries and agencies of the government and with the energy sector more as a catalyst than as an operating agency. Functions include reviewing and advising on energy matters and policy;

maintaining liaison between the government and Ontario Hydro Corporation; applying energy policy by coordinating the government's energy-related activities and by interventions before provincial and federal tribunals. Reports to the Legislature for Ontario Hydro and the Ontario Energy Board, both of which function independently of the ministry. Operates a library (Tel. 965-9174). For general information service contact 965-3246.

416-965-7117

ENV, INFORMATION SERVICES BR is the information service for the Ministry of the Environment. For a description of activities, see first entry under information service.

416-965-6683

GOVT SERV, MANAGEMENT PLANNING BR provides internal program analysis, coordinates ministry policy, procedures and systems. Also provides an information service for the ministry. For a description of information activities see first entry under information service.

416-965-5167

HEALTH, COMMUNICATIONS BR provides information services health education materials and health education programs for the Ministry of Health. For a description of activities, see first entry under information service.

416-965-9780

HOUSING, COMMUNICATIONS BR serves as the information service for the Ministry of Housing, including such components as Ontario Housing Corporation (OHC), Ontario Mortgage Corporation (OMC) and the North Pickering Development Corporation.

416-965-5466

IND & TOUR, COMMUNICATIONS DIV has two major functions: a planning function for developing communications plans for each ministry division plus advertising services, and a delivery function through Communications Services Branch providing the ministry with photography, audio-visual, publications, releases, speeches, media liaison and other information services (see also first entry under information service). Operates a library of still and motion pictures to lend to groups interested in tourism. Film catalogues available.

416-965-7941

LABOUR, COMMUNICATIONS SERVICES BR is the information service for the Ministry of Labour. For a description of activities, see first entry under information service.

416-965-1537
LABOUR, WOMEN'S BUREAU is an information service and resource centre for women and women's groups. Provides advice to employers in the private sector who wish to implement equal opportunity programs for full utilization of women employees. Advises within government on women's issues; provides labour legislation information through speakers and publications; provides consultative service on employment counselling. Although individual counselling is not available, the Bureau can refer people to appropriate counselling sources. New outreach program is being developed to serve low-income, immigrant and native women.

416-965-4545
LEGISLATIVE ASSEMBLY, LEGISLATIVE LIBRARY provides an information service to each Member of Provincial Parliament (MPP) and staff members of Ontario ministries and agencies. As well as books in the humanities and law, the legislative library has a large collection of Ontario, Canadian and United States government publications, and all the major Ontario daily and weekly newspapers.

416-965-2756
NAT RES, INFORMATION BR is the information service for the Ministry of Natural Resources. For a description of activities, see first entry under Information Service.

416-965-7577
NORAFFAIRS, NORTHERN AFFAIRS BR provides information service and assistance to the citizens of Northern Ontario on all government programs. Officers also help federal government agencies service the North. Uses newspapers, radio and television to disseminate information about provincial government programs. Contact local Northern Affairs Office.

416-592-3331
ONTARIO HYDRO PUBLIC REFERENCE CENTRE is the information service for Ontario Hydro. For a description of activities, see first entry under information service.

416-965-3540
ONTARIO YOUTH SECRETARIAT researches information and advises the Ontario Government and ministries on policies and programs involving youth (persons approximately 16 - 24 years). The Secretariat coordinates government programs involving youth, e.g. summer employment for students. They also offer an information service on government youth services. Inquiries about the Ontario government's Experience Program should be directed to Tel.: 965-0480.

416-965-2099
REVENUE, COMMUNICATIONS GROUP provides information service concerning programs and policies to the media, the public and internal branches. Prepares informative literature, news releases, speeches and minister's statements on request. Participates in development of Ministry bilingual programs. Maintains a newspaper clipping service and manages Ministry advertising. For description of information services function, see first entry under information service.

416-965-2049
SOL GEN, MINISTRY SECRETARIAT provides staff support to the Minister and Deputy Minister in policy development, planning, budget preparation, communications and the application of modern management techniques. The Ministry of the Solicitor General's overall goal is to contribute to the protection and security of society by the enforcement of the law, the maintenance of peace and order and the protection of persons and property while ensuring individual freedom and rights. The information service function for the Ministry is performed by the Communications Policy Advisor (965-2048). See first entry under information service for a description of activities.

416-965-4474
SOL GEN, OPP, COMMUNITY SERVICES BR administers safety and crime prevention programs. Provides public relations and information service for the Ontario Provincial Police force. To contact Complaints Bureau, call 965-0282.

416-965-7171
TE & IA, COMMUNICATIONS GROUP, aside from the services mentioned in the general description (see first entry under information service), has a French Information Officer who provides information and communications advice to other Ontario Government ministries, the media and the public. Coup d'Oeil, a publication in French containing brief descriptions of government programs, is produced monthly for the French media and the public.

416-248-3501
TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry, including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and

supplies school safety materials, and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & Comm regional or district offices.

INHERITANCE TAX

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation Tax (965-1774).

INJURY

Injury, see Criminal Injuries Compensation Board.

INMATES

416-965-4350

CORR SERV, BAILIFF SERVICES is responsible for the classification of reformatory sentenced (two years less one day or less) inmates to the provincial adult correctional institutions. The branch is also responsible for, and maintains records of, all sentenced prisoner movements within Ontario.

416-965-4355

CORR SERV, COMMUNITY RESOURCE CENTRES house men and women serving sentences in Ontario correctional institutions. The centres are operated by community organizations under contract to the Ministry. An inmate wishing to pursue an employment or education program outside the institution applies for a transfer to the Community Resource Centre where he/she also receives counselling and skills training. Inmates are subject to rules ensuring behaviour in the best interest of the community. Failure to abide by the rules or to make good use of the program results in an inmate's return to the correctional institution.

416-965-8392

CORR SERV, EDUCATION BR administers educational programs and ensures that they meet the needs of inmates in training schools and adult training centres across the province. Develops curricula and provides teachers with professional supervision.

416-965-6491

CORR SERV, FOOD SERVICES BR endeavours to provide adults and

juveniles under the care of the ministry with wholesome, adequate nutrition and teaches food service job skills to inmates who display aptitude and desire for this type of training. Operational and training programs are conducted in the institutions, coordinated through the ministry office.

416-965-3354

CORR SERV, INDUSTRIAL PROGRAMS BR develops and coordinates correctional institutions industrial programs and operations such as manufacturing provincial park picnic tables, institutional furniture, motor vehicle licence plates, and canned fruits and vegetables, to encourage meaningful and productive activities by inmates.

416-965-4366

CORR SERV, ONTARIO BOARD OF PAROLE considers for parole inmates serving sentences which include indefinite terms. The Ontario Board of Parole only reviews terms of persons in provincial correctional institutions, not of those in federal institutions.

416-965-5975

CORR SERV, PLANNING AND RESEARCH BR conducts corrections research to develop policy and long-range planning for correctional institutions, training schools and other correctional facilities. Evaluates effectiveness of ministry rehabilitation programs. With research advisory committee, reviews all applications from outside investigators to obtain access to inmates, records and staff of correctional institutions. Also reviews requests for grants for research in the corrections field.

416-965-6491

CORR SERV, PROGRAM CONSULTATION & DEVELOPMENT DIV provides consultative services to the adult and juvenile programs of the Ministry. Consultants in psychiatry, dentistry, psychology, social work and chaplaincy are responsible for planning and supervision of services in these fields. Library Services Br (965-7773) provides library services to inmates and wards under the Ministry's jurisdiction. Branches in this division are described separately in this index. See Corr Serv: Education Br, Food Services Br, Industrial Programs Br, Nursing Br, Recreation Br, Staff Training & Development Br and Volunteer Programs Br.

416-965-6491

CORR SERV, RECREATION BR provides leisure education programs and a wide variety of recreational activities to inmates and wards of the ministry. Programs are designed to bring inmates and wards into contact with the public in controlled

settings both in the institution and the community. In many institutions, recreational facilities such as gymnasia and swimming pools are used by the community under certain conditions.

416-965-4283

CORR SERV, TEMPORARY ABSENCE BR operates the temporary absence (T.A.) program which allows inmates, through conditionally approved permits on a day to day basis, or for further specified periods as authorized, to commence or continue their education or jobs while residing in correctional institutions serving their sentences. The T.A. program is also used to screen offenders who want to visit their homes to maintain family and community ties, to attend hospital for diagnosis and treatment, and for job or educational interviews. Contact the regional institution housing the inmate, or the Coordinator, Temporary Absence Branch.

INQUESTS

416-965-7338

ATT GEN, CROWN ATTORNEYS OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. The Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-6678

SOL GEN, CHIEF CORONER'S OFFICE, 26 Grenville St., Toronto M7A 2G9 investigates sudden and violent deaths; warns the public re prevention of similar deaths; orders autopsies for medical legal reasons; conducts inquests; signs certificates for cremation and for shipment of bodies out of Ontario; completes medical certificates of death in coroners' cases. Administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Supplies Schools of Anatomy in Ontario with donated or unclaimed bodies and inspects these schools. To contact Regional Coroners, York

Region, phone 416-965-6678, Toronto; Niagara Region, phone 416-684-4776, St. Catharines; Kenora Region, phone 807-223-6956, Dryden; South Georgian Bay Region, 705-645-8733, Bracebridge; Nipissing Region, 705-746-2123, Parry Sound; East Central Region, 613-966-4944, Belleville.

INSECTICIDES

Insecticides, see Insects, Pesticides

INSECTS

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Sigmund Samuel Gallery of Canadiana at 14 Queen's Park Crescent West and the McLaughlin Planetarium, is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts and archaeology, sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Phone for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, film library and archives, Senior Citizens Club, Explorer's Club and Saturday Morning Club for children. The Royal Ontario Museum (ROM) is located at 100 Queen's Park Cres. in Toronto.

416-965-2401

ENV, POLLUTION CONTROL BR PESTICIDES CONTROL Section ensures safe and effective use of pesticides and herbicides. Issues licences for use and sale of pesticides. Has publications on, and answers inquiries about, control of household pests, insects, etc. Contact regional office.

416-965-2785

NAT RES, DIVISION OF FORESTS is responsible for the production and harvesting of timber and the provision of

woodland for recreational purposes. Forest Management Br. grows seedlings for provincial nurseries and the public for reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests. Forest Research Br in Maple (416 832-2261) provides scientific and technical knowledge through research in forest management. Timber Sales Br. (965-2731) is responsible for management and licensing of timber sales. Contact regional or district offices.

INSIDER TRADING

416-965-2880

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (Phone: 965-6550). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (Phone: 965-2877). Investigates complaints about brokers and salesmen of securities and about actions by companies affecting the value of securities (phone: 965-2874). Handles registration of securities dealers, salesmen, underwriters and advisers (Phone: 965-6578).

INSTITUTIONAL TRAINING

416-965-6161

COLL UNIV, COLLEGE AFFAIRS BR is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Manpower for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools, and for Regional Nursing Assistant (RNA) schools. For information about private vocational schools, contact 965-9127. For information about RNA schools and the RNA program, contact 965-4051.

416-965-5375

COLL UNIV, PROGRAM RESOURCES BR develops training standards and outlines, coordinates curriculum, and generally supports

the training programs undertaken by the ministry's training delivery branches: College Affairs (Institutional Training), and Industrial Training.

INSURANCE

Insurance, see also Ontario Health Insurance Plan

416-965-1811

AG & FOOD, ONTARIO CROP INSURANCE COMMISSION makes available to farmers a crop insurance plan for all commercial insurance crops. Contact regional Ontario Crop Insurance Commission office.

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

416-965-9419

CIV SERV, BENEFITS POLICY BR develops, recommends, implements and maintains policies with respect to all public sector pension plans and benefit programs within the Ontario Public Service (OPS). Coordinates activities of committees monitoring pension escalation fund and insurance programs. Assists Staff Relations Div in negotiating employee benefits in the Ontario Public Service. Produces, updates and distributes information on benefits and pensions to all civil servants. For questions regarding administration of benefit plans call respective ministry personnel branch, or Employee Benefits Branch, Ministry of Government Services, 965-6861.

416-965-6254

GOVT SERV, INSURANCE AND RISK MANAGEMENT advises all Ontario ministries and special purpose bodies on insurance coverage, excluding employee benefits. For information on Ontario government employee benefits call 965-6861.

416-965-5700

HEALTH, INSURANCE CLAIMS BR processes claims under the

Ontario Health Insurance Plan (OHIP). Answers general questions about enrolment in OHIP, premium payments, claims payments and Extended Health Care benefits. Contact district offices.

416-248-3381

TR & COMM, EXTERNAL RELATIONS DIVISION provides legal services for the ministry through the Office of Legal Services (248-3617). The Division Support & Claims Branch (248-3127) handles insurance claims against the Crown for injuries and property damage arising from accidents on provincial highways or involving government vehicles, as well as claims by the Crown for damage to highway property or government vehicles excluding OPP vehicles; processes claims for personal injury involving government employees where a third party is involved and the employee has accepted Workmen's Compensation.

INTERGOVERNMENTAL

Intergovernmental, see also Federal-Provincial, Interprovincial or Municipalities

416-965-3356

TE & IA, EXTERNAL ACTIVITIES COORDINATION SECRETARIAT provides policy advice on Ontario's participation in Canada's international relations. Makes specific recommendations on current intergovernmental issues of an international nature. Coordinates such activities as Ontario participation in international conferences and programs, treaty assessments, international development assistance, and analysis of information from Canadian embassies and international organizations. Provides federal-provincial liaison between the Ontario Government and the federal Department of External Affairs.

416-965-3505

TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal grant structure, including deconditionalizing of various specific grants. Develops budget options for assistance to local government and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for unconditional grants. Administers all unconditional grants, valued at over $400 million in 1977. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

416-248-3731
TR & COMM, COMMUNICATIONS POLICY BR develops provincial government policy in communications field by: maintaining liaison with cable television, broadcast, and common carrier industries; maintaining intergovernmental liaison with other provincial and federal agencies; undertaking research and analysis of telecommunications services; and providing a data bank of information on people served by broadcasting and cable firms, and on television viewing habits (248-3961).

416-248-3789
TR & COMM, COORDINATOR INTERGOVERNMENTAL RELATIONS coordinates inter-relationships between Ontario and the other provinces and the federal government in the field of transportation and communications. The federal relationship is conducted partly through the Federal-Provincial Committee on Ontario Region Transportation (FPCORT).

INTERIOR DESIGN
Interior Design in Government buildings, see Govt Serv Design Services Br.

INTERNATIONAL
International, see TE & IA External Activities Coordination Secretariat

INTERNATIONAL JOINT COMMISSION

416-248-3015
ENV, LABORATORY SERVICES BR provides analytical support for other branches of the ministry in their environmental quality assessment and pollution control programs. Participates in planning programs requiring analytical expertise and assists in analytical data interpretation. Updates analytical methods and develops procedures for measuring new environmental pollutants. The Central Laboratory in Toronto advises regional laboratories in Thunder Bay, London and Kingston on the use of new analytical procedures. Participates in environmental research projects aimed at clarifying the interaction of atmospheric and aquatic pollutants with the environment and their effect on human health. Participates in programs of the International Joint Commission (IJC). For information on the IJC, write to the Canadian Section, International Joint Commission, Room 851, Burnside Bldg., 151 Slater St., Ottawa, Ontario K1P 5H2.

INTERPROVINCIAL

416-965-4716
CABINET COMMITTEE ON CONFEDERATION advises the government on: the relationship of Ontario to Confederation and on related

federal-provincial and interprovincial relationships; how the public might acquire further understanding of the advantages of confederation; means of greater interaction between Ontarians and the people from the other provinces. The office of the Coordinator on Bilingualism (965-3865) which coordinates the implementation of the government's bilingualism policy (English and French language services to the public) reports to this Committee.

416-965-3340

TE & IA, FEDERAL-PROVINCIAL & Interprovincial Affairs Secretariat provides policy advice on Ontario's participation in federal-provincial and interprovincial relations. Assesses current issues in Confederation including such matters as the distribution of powers, and the effects of many programs on Ontario's relations within federation. Makes recommendations to ministries on specific federal-provincial or interprovincial issues. Through the Ontario Quebec Permanent Commission promotes exchanges with Quebec by governments, individuals, groups, schools and organizations in such areas as education, culture and public administration.

INTESTATE

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Power of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-7314

ATT GEN, SURROGATE COURT issues letters probate of persons who die testate (with a Will), and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of children. Also processes applications for the custody of children. The Surrogate Court also handles contestated claims against estates, Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost Wills. Contact local Surrogate Court Registrar.

INVENTORS

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, COUNSELLING provides counselling services to those starting a small business, to inventors and entrepreneurs who wish to commercialize their ideas, and to businesses that need technical assistance in metrication. Advises companies individually on their marketing and financial problems and business planning, and assists small companies that do not have traffic managers to determine the most economical method of packing and shipping products to consumers. Encourages production improvement and cost reduction through industrial engineering counselling assistance and audio-visual presentations, and through a joint program with Mohawk College of Applied Arts & Technology to operate a Mobile Service Unit (M.S.U.) that visits companies to analyze energy costs and point out potential savings. Contact Queen's Park or Regional Offices. (in Metro Toronto, call 491-7680).

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, GRANTS provides financial assistance to small businesses for projects which use new technology to develop new or improved products or processes through the Ontario Program for the Advancement of Industrial Technology (OPAIT). Stimulates greater awareness of industrial design and improved product design in small secondary manufacturers through the Product Design & Development Program (PDDP). Assists companies with low productivity and encourages feasibility studies for secondary manufacturers through the Program to Enhance Productivity (PEP). Aids inventors or entrepreneurs to develop a prototype and to determine feasibility of manufacturing the product through the Program to Encourage Product & Process Innovation (PEPPI). The Business Improvement Area Program (BIA) encourages business associates and municipal authorities to improve downtown core areas. Contact Queen's Park or Regional Offices (in Metro Toronto, 491-7680).

INVESTMENT CONTRACT COMPANIES

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit

unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

INVESTORS

416-965-2880

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (Phone: 965-6550). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (Phone: 965-2877). Investigates complaints about brokers and salesmen of securities and about actions by companies affecting the value of securities (phone: 965-2874). Handles registration of securities dealers, salesmen, underwriters and advisers (Phone: 965-6578).

416-965-6691

TE & IA, SECURITIES BR acts as transfer agent for the province in domestic and foreign capital markets and in provincial borrowing (Province of Ontario debt securities, debentures, bonds) to ensure prompt interest payment and to supply information on transfer requirements to investors. Keeps in trust security deposits made by the public when required by provincial programs.

ITINERANT SELLERS

416-965-4241

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of businesses that are registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry, and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such businesses are registered.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection

agencies pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-6471

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramidic Sales Act (pyramidic schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconsionable consumer representations & provides redress procedures for consumers.

JAILS

Jails, see Correctional Institutions

JOINT VENTURES

416-965-5715

IND & TOUR, INDUSTRY & TRADE DEV BR assists business to develop trade leads and sales outlets outside Ontario. Investigates marketing problems, screens potential licensees or joint ventures partners. Organizes trade, technology and Business Opportunity Missions and international trade fairs. Assists and counsels companies from outside Ontario seeking manufacturing, industry investment opportunities in Ontario. The branch is divided into four geographical areas: North America (965-3563); Europe (965-5715); the U.K. (965-5715) or contact Ontario House at Charles 11 St., London SW1 4QS, England); and Special Areas (965-5715) which deals with the remaining areas and also manages and coordinates the activities of the ministry's offices in Toyko and Mexico City.

416-965-5491

IND & TOUR, INDUSTRY BR, Product-Manufacturing Development

Section assists manufacturing companies to expand and diversify production by identifying opportunities through licensing arrangements, joint ventures, mergers and acquisitions, contracts and inventions, Product Prospecting Missions, Manufacturing Opportunity Days (MOD), Shows and Bulletins. Contact Queen's Park or Regional Offices. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Industrial Services.

JUNIOR FARMER PROGRAM

Junior Farmer Program, see Ag & Food Rural Development Br

JURY

416-965-7351

ATT GEN, COUNTY and DISTRICT COURTS, the intermediate level of trial courts with civil jurisdiction in Ontario, handle actions involving the amounts of between $401 and $7,500. Handle proceedings under these statutes: landlord and tenant, applications for name changes, adoptions (child welfare), and mental incompetency. Persons rarely appear without legal counsel, and in many cases, either party may require trial by judge and jury. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Outside this Judicial District, contact appropriate county or district court.

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, presided over by judges appointed by the Ontario government, deal with approximately 90% of all criminal cases under the Criminal Code of Canada, all offences under the Statutes of Ontario and of Canada and all offences arising from infraction of local by-laws of municipalities and their boards. A person accused of an indictable offence which is not in the absolute jurisdiction of a judge of the Provincial Court and not one customarily tried before the High Court of Justice may elect to be tried before a County or District Court Judge sitting either alone or with a jury. Contact local County or District Court.

416-965-5545

ATT GEN, SUPREME COURT of ONTARIO, the highest civil court in the province, consists of three divisions: the High Court of Justice, the trial division; the Divisional Court of the High Court, with jurisdiction to hear certain appeals; and the Ontario Court of Appeal, which hears only appeals and is the highest court in the province. With certain exceptions, any party before the High Court may demand a trial by judge and jury. The new Family Law Division of the High Court (965-7418) handles trials of divorce actions and motions relating to disputes between husband and wife or parents and

children, e.g. infant custody, maintenance and/or support. There is a local office of the Supreme Court in every county or district. The Divisional Court and Court of Appeal sit in Toronto.

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices in Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of school supporters, and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

JUSTICES OF THE PEACE

416-965-2881

ATT GEN, DIRECTORS of COURTS ADMIN and Inspector of Legal Offices manages the civil and criminal courts in Ontario. County and Small Claims Court Offices Branch (965-7945) handles matters involving Sheriffs, local Supreme Court of Ontario Registrars, County Court Clerks, Surrogate Court Registrars, Small Claims Court Clerks and Bailiffs. Provincial Court Offices Br (965-0916) handles matters involving Provincial Court Criminal and Family Division offices, and Observation and Detention Homes. Court Reporting Branch (965-2848) is involved in court reporting procedures. Appointments for Justices of the Peace, Notaries Public, commissioners for taking affidavits are also handled by this division (965-2816). For matters concerning court accommodation, contact 965-8453.

JUVENILES

Juveniles, see also Children, Adolescents, Youth

416-924-0631

ATT GEN, PROVINCIAL COURTS FAMILY DIV are Courts of Law dealing with Domestic Law (financial support orders for deserted or destitute wives & children, paternity suits & support of illegitimate children; Child Welfare Law (child welfare & protection for neglected children); & Juvenile Law (juveniles, between 7 and 16 yrs); and a few criminal offences in a family context. The Chief Judge's office is at tel. 457-5170. There is a court in each county. In the Judicial District of York, main branch is located at 311

Jarvis St., tel. 924-0631. Clients requiring professional assistance or guidance in domestic, child welfare or juvenile areas may drop in for counselling by social workers. Child welfare cases are commenced by the local Children's Aid Societies. The police usually lay juvenile delinquency charges but any person aggrieved criminally (e.g. property damage, trespass, assault) by a juvenile may prefer a private complaint and discuss the matter with a social worker.

416-965-1069
CORR SERV, DELINQUENCY PREVENTION & NATIVE PROGRAMS funds and evaluates delinquency prevention projects in 12 Ontario locations. The project funding is for three years. The Coordinator of Native Programs is a new position designed to bring special attention to native juveniles sent to the Ministry from the Courts. Special attention is being paid to Northern Ontario where native peoples are in the largest numbers.

416-965-1487
CORR SERV, JUVENILE DIVISION provides three types of services to children between the ages of 7 and 17 years: probation and after-care, training schools and group homes. As an alternative to training schools, group homes provide juveniles with an opportunity for growth in the community. Group homes are on contract with the ministry. Community resources and training schools are used for reassessments. Regional coordinators work with homes, providing general support and liaison with other ministry branches and agencies. Province-wide probation and after-care regional offices work with juveniles and their families. See also Corr Serv Delinquency Prevention & Native Programs, another activity of this division.

LABORATORIES

Laboratories, see also Laboratory

416-824-4120
AG & FOOD, AGRICULTURAL RESEARCH INSTITUTE OF ONTARIO inquires into research programs on agriculture, veterinary medicine and household science. Stimulates interest in agricultural research as a means of developing efficiency in the production and marketing of agricultural products in Ontario. Research stations are in Guelph, Ontario; laboratories at the University of Guelph. In Toronto, contact 965-6695.

416-965-5971
AG & FOOD, LIVESTOCK BR promotes production of livestock and high quality livestock products through extension and

improvement programs, and grants for Ontario producers. Maintains laboratories where milk samples are tested to determine butterfat content. This branch has responsibility for acts affecting livestock producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred livestock by public auction in Ontario. If such sale is conducted within a municipality, only a municipal auctioneer's licence is required.

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six veterinary laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control diseases of poultry; and the Fur Farms Act, requiring licences of fur farmers.

416-965-4063

HEALTH, INSPECTION BR LABORATORY LICENSING Service ensures the development and maintenance of high standards of medical laboratory services in Ontario and to encourage most economical use of available resources through a licensing and inspection program. Private and hospital laboratories are inspected annually, or as necessary, and facts on all aspects of laboratory operation are gathered. Also issues licences to specimen collection centres (bleeding stations).

LABORATORY

Laboratory, see also Laboratories

AG & FOOD, COLLEGES OF AGRICULTURE. Colleges of Agricultural Technology offer courses in farm management, agricultural production, agricultural laboratory technology, home economics or food service supervision, food and fashion, animal health, agricultural business management, among others. They also conduct agricultural research for the ministry. Contact colleges for further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

416-965-2411

AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. The Milk Quality Program provides for inspection of all dairy farms and monthly testing of raw milk. The Milk Products Program arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing milk products, oleomargarine and edible oils. The Central Milk Testing Laboratory in Guelph analyzes all samples for butterfat, protein and lactose using the Infra Red Milk Analyzer (IRMA) and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six veterinary laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control diseases of poultry; and the Fur Farms Act, requiring licences of fur farmers.

416-248-3015

ENV, LABORATORY SERVICES BR provides analytical support for other branches of the ministry in their environmental quality assessment and pollution control programs. Participates in planning programs requiring analytical expertise and assists in analytical data interpretation. Updates analytical methods and develops procedures for measuring new environmental pollutants. The Central Laboratory in Toronto advises regional laboratories in Thunder Bay, London and

Kingston on the use of new analytical procedures. Participates in environmental research projects aimed at clarifying the interaction of atmospheric and aquatic pollutants with the environment and their effect on human health. Participates in programs of the International Joint Commission (IJC). For information on the IJC, write to the Canadian Section, International Joint Commission, Room 851, Burnside Bldg., 151 Slater St., Ottawa, Ontario K1P 5H2.

416-965-2108

GOVT SERV, DESIGN SERVICES BR provides design and construction services for capital projects, lease purchase projects and accommodation alterations of the ministry, including interior design consulting services, kitchen facilities and laboratory facilities. Also includes preparation of documents and inspection of work performed. Part of the interior design consulting function (965-6723) is cataloguing of original paintings and sculptures owned by the Government, commissioning works of art in Government buildings and restoration of these works of art where necessary. Provides technical assistance to other ministries in problems pertaining to construction, maintenance and operation of buildings and institutions.

416-248-3196

HEALTH, LABORATORY SERVICES BR has laboratories throughout the province which perform tests to assist in diagnosis, prevention and treatment of disease. The Laboratory Services Branch serves doctors, hospitals, other ministries, and analyzes drinking water for the general public. For drinking water specimen mailing kits call 248-3171.

416-822-4111

IND & TOUR, ONTARIO RESEARCH FOUNDATION in Sheridan Park, Mississauga, Ontario L5K 1B3 provides Canadian industry, consultants and government with a broad range of research and development and technological services through non-profit, contract research. All work undertaken for clients is confidential. Multi-disciplinary, independent laboratory facilities of Ontario Research Foundation are used by over 1000 companies each year for projects ranging from short-term feasibility studies through product and process development to long-range scientific and engineering investigation.

416-248-3580

TR & COMM, ENGINEERING MATERIALS OFFICE, Materials & Laboratory Services Section (248-3684) provides laboratory testing, technical evaluation and approval services related to soils, aggregates, asphalt, concrete, metals, and chemicals used in construction and maintenance of highways

and structures. Quality Assurance Section (248-3688) provides specialized engineering service regarding use and performance of cement and asphalt concrete, and granular materials. Soil Mechanics Section (248-3282) carries out and records foundation investigations for structures. Hydrology Section (248-3723) provides a specialized engineering service in all hydrologic and hydraulic matters concerning the planning, design, construction and maintenance of provincial highways and structures. Pavement Design and Management Section (248-3255) provides pavement design guidelines and assesses the field performance of aggregates used in pavements and structures.

LABOUR

Labour, Ministry of, see LABOUR Branch Name. See also Employees, Ag & Food Agricultural Manpower Services Br, TE & IA Economic Analysis Br, TE & IA Ontario Statistical Centre

LABOUR ADMIN OPERATIONS BR **416-965-6115**

LABOUR, ADMIN OPERATIONS BR supplies the ministry with administrative services. For a description of functions see first entry under administrative services.

LABOUR ADMINISTRATION DIVISION **416-965-6431**

LABOUR, ADMINISTRATION DIVISION activities are directed towards coordinating administrative services and financial management support to the ministry. Within this division are the Administrative Operations Section, Finance, Personnel, and Systems and ADP Branches. For description of branch functions see Labour and Branch Name.

LABOUR COMMUNICATIONS SERVICES BR **416-965-7941**

LABOUR, COMMUNICATIONS SERVICES BR is the information service for the Ministry of Labour. For a description of activities, see first entry under information service.

LABOUR CONCILIATION & MEDIATION SERVICES BR **416-965-7941**

LABOUR, CONCILIATION & MEDIATION SERVICES BR provides conciliation officers who help labour and employers to arrive at a settlement of disputes. Mediation officers are provided after the conciliation process if necessary. Parties in a labour dispute must use the government's conciliation services before resorting to strikes or lockouts.

LABOUR EMPLOYMENT STANDARDS BR **416-965-5251**

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, and equal pay for equal work, termination of employment. Provides means for employees and

employers to get together to request a schedule of wage overtime, vacation pay rates, etc. for their particular industry or trade. Also regulates employment agencies (965-0631), and provides for setting of wage rates and other working conditions for construction workers on government contracts. The Employment Adjustment Service is administered through this branch (965-3303). It provides consultation and liaison for labour and employers to help them cope with the effects on employment of technological and economic change. Contact regional office.

LABOUR FINANCE BR **416-965-4148**
LABOUR, FINANCE BR supplies the ministry with financial management services. For a description of functions, see first entries under financial management and accounting.

LABOUR INDUSTRIAL RELATIONS DIVISION **416-965-6094**
LABOUR, INDUSTRIAL RELATIONS DIVISION activities are directed towards the promotion and maintenance of labour harmony. Within the division, Conciliation and Mediation Services Branch and the Labour-Management Arbitration Commission are concerned with labour-management relations, assistance in settling disputes, and arbitration of grievances. Functions of these offices are described separately. See Labour & Branch Name.

LABOUR LABOUR RESEARCH BR **416-965-6101**
LABOUR, LABOUR RESEARCH BR provides information on wages, labour relations, safety, collective bargaining, work conditions, unemployment. Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (Phone: 965-6886). Maintains a library containing labour related material (Phone: 965-1641).

LABOUR LABOUR SAFETY COUNCIL **416-965-6111**
LABOUR, LABOUR SAFETY COUNCIL advises the Minister of Labour on matters involving the safety and health of workers. Maintains an extensive safety information service on applied safety research, national and international standards, safety techniques and safety legislation in North America. Provides information on request.

LABOUR LEGAL BR **416-965-6625**
LABOUR, LEGAL BR provides legal services for the Ministry of Labour. For a description of branch activities, see first entry under Legal Services.

LABOUR MINES ENGINEERING BR **416-965-8510**
LABOUR, MINES ENGINEERING BR reviews, advises on and approves pre-development plans of new mining and metallurgical

companies in compliance with Ontario Government legislation protecting the health and safety of employees. Ensures that the operations of mines and plants are carried out in a safe and orderly way. Investigates accidents and complaints. Trains mine rescue personnel. Tests hoist cables. Contact Queen's Park or district offices.

LABOUR OCCUPATIONAL HEALTH & SAFETY DIVISION 416-965-1828
LABOUR, OCCUPATIONAL HEALTH & SAFETY DIVISION activities are directed towards ensuring worker health and safety at the place of employment. Within the division the Occupational Safety, Mining Safety (Mines Engineering) and Occupational Health branches and the South-West Regional Office (London, 519-438-5143) administer legislation, and together with the divisional Staff Branch conduct programs concerned with these areas. The branches' functions are described separately in this index. See Labour and Branch Name.

LABOUR OCCUPATIONAL HEALTH BR 416-965-2493
LABOUR, OCCUPATIONAL HEALTH BR, Occupational Health Service (965-3610) acts as consultant to those responsible for providing in-plant health care facilities and a healthful working environment for employees. Sets standards and guidelines for chemical substances and physical agents used in the work environment; investigates exposures to toxic chemical agents and harmful physical agents and recommends controls. Environmental Health Studies Service (965-6375) studies the effects of environment and pollution on human health. Health Physics Service (965-8178) directs a program to protect the public from harmful effects of radiation including X-Rays, microwaves and lasers. Handles registration of X-Ray equipment. Monitors areas around nuclear power stations and uranium mines for radioactive pollution.

LABOUR OCCUPATIONAL SAFETY BR 416-965-4125
LABOUR, OCCUPATIONAL SAFETY BR is concerned with protecting the health and safety of employees in industry (including the timber industry) and in construction including work on buildings, streets, sewers, watermains, underground work and work under compressed air (965-7161). The branch sets and ensures standards, reviews drawings and provides educational and consultative services. Publications are available. Contact Queen's Park or district offices.

LABOUR ONTARIO LABOUR RELATIONS BOARD 416-965-0204
LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial

jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

LABOUR ONTARIO LABOUR-MANAGEMENT ARBITRATION 416-965-5669

LABOUR, ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION approves persons as chairmen of Arbitration Boards and as single arbitrators, dealing with rights disputes between employers and employees with collective agreements only, and with interest disputes in hospitals under the Hospital Labour Disputes Arbitration Act. Performs administrative functions for arbitration boards, e.g.: sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. The Ontario Labour-Management Arbitration Commission publishes a monthly bulletin summarizing all awards received by the Commission.

LABOUR ONTARIO MANPOWER COMMITTEE SECRETARIAT 416-965-9017

LABOUR, ONTARIO MANPOWER COMMITTEE SECRETARIAT is a coordination agency that supports the Ontario Manpower Coordinating Committee (OMCC). The OMCC is chaired by the Minister of Labour and comprises Deputy Ministers and Deputy Provincial Secretaries of the ministries and policy fields having manpower responsibilities. The OMCC was established to develop and articulate Ontario position on manpower issues, to improve interministerial cooperation and information flow and to ensure that Ontario's interests, rather than those of one ministry alone, are reflected in dealings with the federal government. The Secretariat is responsible for over-all coordination functions such as definition and analysis of manpower issues and policies, exchange of information on the labour market, representation of Ontario at interprovincial and federal-provincial meetings, development of manpower programs or activities that have not yet been assigned to a particular ministry.

LABOUR PERSONNEL BR 416-965-6121

LABOUR, PERSONNEL BR performs the personnel functions for the Ministry of Labour. For a description of branch activities, see first entry under Personnel.

LABOUR RELATIONS

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6246), established in 1975, hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union, the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6246) hears appeals re union representatives, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate interests, disputes, e.g. salary rates, benefits, etc.

416-965-5077

HEALTH, HUMAN RESOURCES BR performs the personnel functions for the Ministry of Health. For a description of branch activities, see first entry under personnel. The Branch is also a resource to the general health sector in labour relations, compensation and management development.

416-965-6101

LABOUR, LABOUR RESEARCH BR provides information on wages, labour relations, safety, collective bargaining, work conditions, unemployment. Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (Phone: 965-6886). Maintains a library containing labour related material (Phone: 965-1641).

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of

strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

LABOUR RESEARCH

416-965-6101

LABOUR, LABOUR RESEARCH BR provides information on wages, labour relations, safety, collective bargaining, work conditions, unemployment. Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (Phone: 965-6886). Maintains a library containing labour related material (Phone: 965-1641).

LABOUR STAFF BRANCH **416-965-8710**

LABOUR, STAFF BR acts in an advisory capacity on occupational safety (construction and industrial), mining safety and occupational health; formulates legislation and procedures, maintains files, collects and manually tabulates statistics, and does research on occupational hazards as a service to the Minister of Labour and inspectional branches.

LABOUR WOMEN CROWN EMPLOYEES OFFICE **416-965-0564**

LABOUR, WOMEN CROWN EMPLOYEES OFFICE acts as an internal consultant to the ministries and Crown agencies in the Ontario government in developing, coordinating and monitoring affirmative action plans to upgrade the status of their women employees. Provides general career information and develops pilot training programs. Each ministry and agency has a Women's Advisor or Coordinator in either the Deputy Minister's office or the Personnel branch. Contact individual ministry Women's Advisors.

LABOUR WOMEN'S BUREAU **416-965-1537**

LABOUR, WOMEN'S BUREAU is an information service and resource centre for women and women's groups. Provides advice to employers in the private sector who wish to implement equal opportunity programs for full utilization of women employees. Advises within government on women's issues; provides labour legislation information through speakers and publications; provides consultative service on employment counselling. Although individual counselling is not available, the Bureau can refer people to appropriate counselling sources. New outreach program is being developed to serve low-income, immigrant and native women.

LABOUR WOMEN'S PROGRAMS DIV **416-965-6605**

LABOUR, WOMEN'S PROGRAMS DIV Office of the Executive Coordinator coordinates policies and programs to improve the status of women in Ontario. The Executive Coordinator is a member of the Ontario Status of Women Council and the Civil

Service Commission, ensuring that provincial government programs for women, and access to the government service and the private sector are coordinated. Provides direction to the Women Crown Employees Office serving women in the Ontario Public Service, and to the Women's Bureau, serving those in the private sector. Functions of these offices are described separately.

LAKES

Lakes, see also Rivers, Streams, Water, Watersheds

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Utility Operations Section provides water and waste water service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and other water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for activities of other two sections.

416-965-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, pesticides and other contaminants on fish and other aquatic organisms. Contact regional office.

416-965-4590

ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Contact regional office.

416-965-6194

ENV, WATER RESOURCES BRANCH HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and

protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

416-965-4590

ENV, WATER RESOURCES WATER MODELLING Section develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and ground water to waste inputs, withdrawals, pollution control measures, land-use practices and climatic conditions, in order to aid development of water management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

416-965-1271

NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

416-832-2261

NAT RES, FISH AND WILDLIFE RESEARCH BR near Maple, Ontario, conducts biological and environmental research and provides information on the principles of scientific fish and wildlife management, wildlife diseases and parasites, productivity of lakes and streams, aquatic systems ecology, behaviour of animals, animal pathology. Contact Director, Box 50, Maple.

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, mercury levels, lamprey, frog, turtle and snake identification, fish hatcheries, fish sanctuaries, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The Branch can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides: information on boating restriction regulations and Small Craft Harbours, and liaison with the Federal government on these matters (965-7887). Contact district offices.

LAND

Land, see also Real Property, also Crown Land

416-965-9433

AG & FOOD, FOODLAND DEVELOPMENT BR reviews official plans, environmental assessments and project proposals for their land use planning implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land held by the government for future development. Administers the Tile Drainage Act and the Drainage Act which provide financial assistance to improve productivity of agricultural land. Administers the Agricultural Tile Drainage Installation Act, 1972 which provides for the issuance of licences for, and inspection of, tile drainage contractors, their machines and machine operators.

416-965-1012

ATT GEN, LAND COMPENSATION BOARD, one of the provincial special purpose quasi-judicial bodies, determines compensation for land expropriated by a Statutory Authority under Ontario legislation, for damages for injurious affection to land caused by a Statutory Authority, for personal and business damages, and for disturbance damages. The Land Compensation Board provides information through its Registrar on arbitration proceedings for compensation and related matters.

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch, provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost, obliterated or not registered. Does not provide for the creation of new divisions. Provides grants under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

416-965-3248

CCR, PROPERTY LAW PROGRAM, Legal & Survey Standards Branch, performs statutory functions of Director of Titles: responsible for legal quality of land registration records, drafts amendments to the regulations under the Land Titles Act, the Registry Act, the Condominium Act, the Boundaries Act and the Certification of Titles Act. Processes applications of title and for conversion of title from the land registry to the land titles system.

416-965-2504
CCR, REAL ESTATE AND BUSINESS BROKERS ACT ensures protection of Ontario consumers through registration of real estate and business brokers and salesmen. Before foreign land can be sold in Ontario, sellers must provide prospective buyers with accurate description of property and terms of sale. Description is checked for accuracy by inspectors. Contact Queen's Park or regional office.

416-965-6644
CCR, REGIONAL PROPERTY REGISTRATION Branches I and II (965-6644 and 965-9008, respectively) operate land registry offices throughout Ontario where documents for real property (land) and personal property titles are registered and recorded. Registration records may be examined for a fee. In Toronto land registry offices are located at New City Hall with these telephone numbers: Toronto and York Land Titles, 965-5248; Toronto Registry, 965-7553; Toronto Boroughs and York South Registry, 965-7588. Discharging a mortgage is normally done through a lawyer who prepares the document. The discharge is then registered with the local land registry office. There is a land registry office in each county or district.

416-965-2172
GOVT SERV, PROGRAM MANAGEMENT BR is responsible for the management of all accommodation projects of the Ontario Government. Ensures that all accommodation projects are completed on schedule, within the budget, and to the satisfaction of client ministries. Acquires land and other properties required for capital construction projects. Provides leasing services to adequately accommodate government programs. Provides alterations of government-owned and leased accommodation to ensure efficient operation of programs of ministries. Provides liaison for the Ministry of Government Services with all ministries and government agencies for all accommodation needs.

416-965-6745
GOVT SERV, REALTY SERVICES BR is responsible for the appraisal, negotiation and surveying requirements for the acquisition and sale of real estate for most ministries, including land required for construction programs. Appraises, negotiates and acquires leased accommodation. Handles interim management of government property and disposes of such through sale or lease. Under the Employee Home Owners Assistance Plan, assists government employees transferred to other locations in Ontario in selling their homes (phone: 965-6748). Maintains an inventory of government-owned land, buildings, leases and accommodations.

416-965-0250

HOUSING, COMMUNITY LAND DEVELOPMENT BR develops and services land for the Ministry. Provides on a fee basis when requested, development services for municipalities. Administers the Municipal Land Development Program which provides information and assistance to municipalities in assembly and servicing of land. The branch is also responsible for monitoring the interim management of land owned by Ontario Housing Corporation which is undertaken by the Ministry of Government Services.

416-965-9819

HOUSING, LAND MARETING & SURVEYS BR, Land Marketing Program. Land developed by the Ministry (or through federal-provincial partnerships) will be sold to builders for cash. Whenever possible 'no frill' modest housing, Assisted Home Ownership Program (AHOP) qualified, will be constructed and sold by builders who will be required to arrange their own financing through private lending institutions.

416-294-9176

HOUSING, NORTH PICKERING LAND ACQUISITION and Management Br is responsible for acquiring and managing the Government-owned lands within the North Pickering planning area on an interim basis pending future development and serves former property owners in North Pickering as well as tenants leasing Government-owned property.

416-965-6504

HOUSING, PROJECT PLANNING & EVALUATION Branches prepare conceptual plans based on thorough physical, social, economic and financial analysis of the ministry land development projects. Present projects include Townsend in Haldimand-Norfolk, Malvern in Metro Toronto and Saltfleet near Hamilton. The branches coordinate activities of other provincial ministries, other levels of government and the private sector as they relate to these projects. The private sector, community groups and the public have ongoing regular access to the planning process. The branches are also responsible for the coordination of technical, municipal and public review and evaluation of these plans. The Ministry's Planning Group is now part of the Project Planning Br. The Planning Group provides planning information to housing production agencies, Members of Provincial Parliament, government agencies and the public.

416-965-2785

NAT RES, DIVISION OF FORESTS is responsible for the production and harvesting of timber and the provision of

woodland for recreational purposes. Forest Management Br. grows seedlings for provincial nurseries and the public for reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests. Forest Research Br in Maple (416 832-2261) provides scientific and technical knowledge through research in forest management. Timber Sales Br. (965-2731) is responsible for management and licensing of timber sales. Contact regional or district offices.

416-965-2899

NAT RES, LAND USE COORDINATION BR establishes methods and procedures to coordinate planning for the use of Crown land. Participates in land use planning done by other ministries. Prepares lake plans (965-5344). Coordinates the preparation of environmental assessments for the Ministry subject to the Environmental Assessment Act, 1975 (965-2781). Coordinates the review of plans of other ministries and agencies relative to this ministry's plans and programs.

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) conducts land acquisition for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing of prospector's licences, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown lands. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls, carries out forfeiture process for patented mining lands.

416-965-6046

NAT RES, OFFICE OF INDIAN LAND CLAIMS researches and responds to specific Indian land claims and land problems. Keeps the Ministry aware of the possible extent of future land claims. Develops Ministry positions and prepares recommendations to Cabinet. Does research in consultation with other ministries, the Federal Government, Indian Band Councils and native peoples associations. On the direction of Cabinet,

negotiates the settlement of valid land claims with the Indian people involved.

416-965-6225

NAT RES, SURVEYS & MAPPING BRANCH A. The Branch provides topographical and cadastral descriptions of the land base. Cartography Section (965-4743) produces planimetric, geological and other thematic maps for ministry field surveys. Inventory Section (965-6914) maintains the Forest Resources Inventory (FRI) and data on forest stands in Northern Ontario. Drafting Services Section (965-7108) provides drafting, mapping and graphics support services to the ministry. Control Surveys Section (965-4538) will install and manage a provincial system to coordinate, and set standards for, control surveys. Cadastral Surveys Section (965-2714) has data from ministry surveys and from private surveyors on resurveys of township boundaries and Crown land surveys prior to their disposition under statute. See also Nat Res Surveys & Mapping Branch (B) for other activities.

416-965-4538

NAT RES, SURVEYS & MAPPING BRANCH B. The Branch provides topographical and cadastral descriptions of the land base. A Task Force on Geographic Referencing will define one comprehensive system to allow rapid, visual geographic correlation of physical properties, resources, legal status, etc. of provincial land. The Ontario Centre for Remote Sensing (965-8411) serves the provincial government by providing special-mission aerial photography, interpretation of air-borne and space-borne imagery. Provides remote sensing information to the public. The Ontario Geographic Names Board (965-6515) maintains geographical nomenclature of provincial and federal maps, charts, etc. Controls and regulates official names and naming of geographical features, unincorporated populated places, localities and other topographic entities in Ontario. Consults with federal and municipal governments on related activities. Arbitrates geographic names issues and directs toponymic research. See also Nat Res Surveys & Mapping Branch (A) for other activities.

416-965-5403

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives refunds of corporation and land taxes. For information

on Land Transfer Tax and Land Speculation Tax, call 965-1774.

416-965-3845
SECRETARIAT FOR RESOURCES DEVELOPMENT provides analytical research support to assist the Cabinet Committee for the Resources Development policy field in coordinating and developing policy. The Resources Committee of Cabinet comprises the Minister of Agriculture & Food, Minister of Energy, Minister of the Environment, Minister of Industry & Tourism, Minister of Labour, Minister of Natural Resources, Minister of Transportation & Communications and Minister of Northern Affairs. The Provincial Secretary for Resources Development is responsible for science policy in addition to coordinating the implementation of further development of land use policies.

416-965-6616
TE & IA, ONTARIO LAND CORPORATION (OLC) provides financing for land assemblies for new towns and industrial parks. Provides financing through Ontario Development Corporation for municipal industrial parks. Holds title to and manages land assemblies until assignment to permanent use.

416-248-3213
TR & COMM, PROPERTY BR is responsible for policies and procedures pertaining to the appraisal and acquisition of property required for Ministry programs. This includes expropriation and land management. Contact regional offices. In Metro Toronto, call Central Region, 248-3455.

LAND COMPENSATION BOARD

416-965-1012
ATT GEN, LAND COMPENSATION BOARD, one of the provincial special purpose quasi-judicial bodies, determines compensation for land expropriated by a Statutory Authority under Ontario legislation, for damages for injurious affection to land caused by a Statutory Authority, for personal and business damages, and for disturbance damages. The Land Compensation Board provides information through its Registrar on arbitration proceedings for compensation and related matters.

LAND FILL SITES

Land Fill Sites, see Waste Disposal Sites

LAND PATENTS

416-965-5741
GOVT SERV, PROTOCOL SERVICES Recording Office records and certifies documents and land patents searches. See also Govt Serv Protocol Services Protocol Section, also Scrolls

Section.

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) conducts land acquisition for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing of prospector's licences, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown lands. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls, carries out forfeiture process for patented mining lands.

LAND REGISTRY

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch, provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost, obliterated or not registered. Does not provide for the creation of new divisions. Provides grants under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

416-965-3248

CCR, PROPERTY LAW PROGRAM, Legal & Survey Standards Branch, performs statutory functions of Director of Titles: responsible for legal quality of land registration records, drafts amendments to the regulations under the Land Titles Act, the Registry Act, the Condominium Act, the Boundaries Act and the Certification of Titles Act. Processes applications of title and for conversion of title from the land registry to the land titles system.

416-965-6644

CCR, REGIONAL PROPERTY REGISTRATION Branches I and II (965-6644 and 965-9008, respectively) operate land registry offices throughout Ontario where documents for real property (land) and personal property titles are registered and recorded. Registration records may be examined for a fee. In Toronto land registry offices are located at New City Hall with these telephone numbers: Toronto and York Land Titles, 965-5248; Toronto Registry, 965-7553; Toronto Boroughs and York South Registry, 965-7588. Discharging a mortgage is normally done through a lawyer who prepares the document.

The discharge is then registered with the local land registry office. There is a land registry office in each county or district.

LAND SEVERANCE

416-965-3352

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which will provide financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants.

416-965-9560

HOUSING, OPERATIONS & DEVELOPMENT CONTROL BR administers Minister's zoning order, validation, part-lot control and road closing applications. Comments to the Ontario Municipal Board on municipal zoning by-laws. Administers land severance applications for Northern Ontario. Processes appeals to the Niagara Escarpment Development Control Regulations. Coordinates the delegation of Minister's powers to local jurisdictions. Provides technical information, administrative support and statistical monitoring for the Plans Administration Div.

LAND SPECULATION TAX

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation Tax (965-1774).

LAND TRANSFER TAX

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation Tax (965-1774).

LAND USE PLANNING

416-965-1064

AG & FOOD, ECONOMICS BR undertakes research into economic aspects of agriculture, including production, marketing, land use planning, rural sociology, statistics, loans to cooperatives.

416-965-9433

AG & FOOD, FOODLAND DEVELOPMENT BR reviews official plans, environmental assessments and project proposals for their land use planning implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land held by the government for future development. Administers the Tile Drainage Act and the Drainage Act which provide financial assistance to improve productivity of agricultural land. Administers the Agricultural Tile Drainage Installation Act, 1972 which provides for the issuance of licences for, and inspection of, tile drainage contractors, their machines and machine operators.

416-965-1497

HOUSING, OFFICIAL PLANS BR processes and recommends for approval by the Minister of Housing all official plans and offical plan amendments submitted by municipalities. Answers inquiries from municipalities and the public on land use planning matters.

416-965-4641

NAT RES, GEOLOGICAL BR provides information on the geology and mineral resources of Ontario for development of policy on management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques and presentation of education classes and lectures on minerals. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures and unpublished files are used by the general public, prospectors, mining companies, universities and government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake and Sudbury district offices.

416-965-2899

NAT RES, LAND USE COORDINATION BR establishes methods and procedures to coordinate planning for the use of Crown land. Participates in land use planning done by other ministries.

Prepares lake plans (965-5344). Coordinates the preparation of environmental assessments for the Ministry subject to the Environmental Assessment Act, 1975 (965-2781). Coordinates the review of plans of other ministries and agencies relative to this ministry's plans and programs.

416-965-4251

NAT RES, WILDLIFE BR manages wildlife resources of the province through management of habitat; reviews and recommends wildlife management practices and policy; recommends and enforces wildlife-related (e.g. hunting) laws and regulations; inventories and manages endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas to provide wildlife-oriented recreation. Reviews land use planning to ensure that wildlife interests are considered. Fur Section (965-3345) coordinates and regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers federal-provincial resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

LANDLORD

416-965-7351

ATT GEN, COUNTY and DISTRICT COURTS, the intermediate level of trial courts with civil jurisdiction in Ontario, handle actions involving the amounts of between $401 and $7,500. Handle proceedings under these statutes: landlord and tenant, applications for name changes, adoptions (child welfare), and mental incompetency. Persons rarely appear without legal counsel, and in many cases, either party may require trial by judge and jury. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Outside this Judicial District, contact appropriate county or district court.

416-923-1199

CCR, RENT REVIEW. Ontario's Residential Premises Rent Review Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile home sites and some rent-geared-to-income units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review landlord and tenant filed application forms regarding rent increases. If decision of Rent Review Officer is unsatisfactory, an appeal may be made

to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

416-965-9652
HOUSING, COMMUNITY HOUSING DIVISION (B). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). Under the Rent Supplement Program private landlords offer up to 25% of units to house tenants selected from Ontario Housing Corporation (OHC) waiting lists. Tenant pays rent-geared-to-income, OHC pays subsidy to landlord. Under the Private Assisted Rental Program, private landlords design, construct, own and operate the project. Landlord makes available for a minimum of 15 years up to 100% of the units for rental to applicants from OHC waiting lists. Tenant pays rent-geared-to-income. Tenant applicants in Metro Toronto contact Housing Registry, 965-9915. Elsewhere contact local OHC office or Housing Authority. See also Housing, Community Housing Division (A) for information on other programs.

LASERS

Lasers, see Labour, Occupational Health Br

LAW ENFORCEMENT

416-965-4755
ATT GEN, CRIMINAL INJURIES COMPENSATION BOARD provides compensation to victims who have received physical injury as the result of an unprovoked crime of violence, or to the dependants of an innocent victim of a fatal occurrence. The Criminal Injuries Compensation Board also awards compensation to police and others taking part in law enforcement.

416-965-2561
SOL GEN, CENTRE OF FORENSIC SCIENCES prepares legally admissable evidence for law enforcement officers, attorneys, coroners, etc., by means of scientific examination of physical objects and materials. Supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of breathalyzers and the training of operators (965-9507). Provides educational programs and materials for persons and agencies using forensic science services.

416-965-1554
SOL GEN, FORENSIC PATHOLOGY BR assists in determining the cause of deaths in unusual circumstances and in unveiling concealed homicides through autopsies & biological and other

techniques of forensic science. Supervises regional pathologists. Supports pathologists' and law enforcement officers' continuing education in legal medicine and sudden death investigations.

416-965-6071

SOL GEN, ONTARIO POLICE COMMISSION ensures adequate Ontario policing by organizing, training and encouraging use of modern technology and cooperation among police in all municipalities for efficient law enforcement. Advises on organization of police in regional governments. Coordinates police communications and info systems (CPIC - Canadian Police Information Centre). Analyzes and disseminates criminal intelligence information (CISO - Criminal Intelligence Service, Ont.). Ontario Police Commission trains all levels of police personnel at Ontario Police College, Aylmer, Ontario.

416-965-4456

SOL GEN, OPP, CENTRAL RECORDS & COMMUNICATIONS BR maintains a central police records centre, the Ontario Provincial Police (OPP) teletype network, and Canadian Police Information Centre (CPIC) computer terminals at OPP installations. The branch provides management information; also disseminates information relating to criminal activities, suspended Ontario drivers, and vehicle registration data to law enforcement agencies.

416-965-8114

SOL GEN, OPP, SPECIAL INVESTIGATION BR provides assistance to Crown attorneys and law enforcement agencies including Chiefs of Police and other government agencies which deal with liquor licensing, liquor laws infractions, gambling, and suppression of illegal drugs.

LAW REFORM

416-965-4761

ATT GEN, ONTARIO LAW REFORM COMMISSION inquires into any matters relating to law reform, the administration of justice, judicial and quasi-judicial procedures. The Ontario Law Reform Commission conducts legal research to carry out these functions. The Professional Organizations Project (965-2740) was formed in July, 1976 to study the administration of these statutes: Architects Act, Law Society Act, Notaries Act, Professional Engineers Act, Public Accountancy Act.

LEAD

Lead emissions, see Env Air Resources Br

LEARNERS PERMITS

416-965-7143

TR & COMM, DRIVER LICENSING OFFICE issues an appropriate drivers licence to all eligible applicants in Ontario, including learners permits, renewals, replacements and corrections of licences. Collects and refunds appropriate fees to drivers. Maintains statistics on collisions. For driver examination contact regional or district offices.

LEARNING DISABILITIES

416-965-2663

EDUC, SPECIAL EDUCATION BR provides educational programs for some exceptional children outside the normal school structure in Ontario schools for the blind and deaf and in 12 developmental centres schools for the retarded and emotionally disturbed. Operates Belleville Teacher Education & Media Centre to train teachers of the deaf. School boards may use resources of these schools and special education officers in assessment, counselling, teacher training and for teaching materials. Advises special education officers and recommends program policy for exceptional students in local schools. In cases of children with learning disabilities, the branch provides counselling, resources and general guidelines to school boards for the school boards' programs within the school system. Coordinates Ministry summer courses for teachers in special education.

LEGAL AID

416-598-0200

ONTARIO LEGAL AID PLAN is operated by the Law Society of Upper Canada, under authority of the Attorney General of Ontario. The Ontario Legal Aid Act ensures that no one shall be denied the services or advice of a lawyer because of lack of money. Every resident of Ontario, and in certain circumstances non-residents, may apply for legal assistance with the local area office. Qualification is based on need, with the local Community & Social Services District Office conducting an investigation of income, expenses and capital assets of the applicant. A report is made to the Legal Aid Area Director as to whether applicant pays nothing, a portion, or all costs of the legal aid applied for. In this last situation, a person would be ineligible. The Legal Aid Certificate issued to an approved applicant is presented to a lawyer of his/her choice who participates in the plan. Consult local telephone directory for legal aid office in area. In the Judicial District of York, contact 598-0200.

LEGAL HOLIDAYS

Legal Holidays, see Labour Employment Standards Br.

LEGAL RESEARCH

416-965-4761

ATT GEN, ONTARIO LAW REFORM COMMISSION inquires into any matters relating to law reform, the administration of justice, judicial and quasi-judicial procedures. The Ontario Law Reform Commission conducts legal research to carry out these functions. The Professional Organizations Project (965-2740) was formed in July, 1976 to study the administration of these statutes: Architects Act, Law Society Act, Notaries Act, Professional Engineers Act, Public Accountancy Act.

LEGAL SERVICES

Legal Services Branch in each ministry counsels the ministry on legal matters including: interpretation of statutes and regulations; preparation and review of proposed legislation, regulations and other legal documents. Supplies the ministry with general legal services such as preparing litigation, settlement of claims, acting at court hearings, etc. Legal Branches are responsible to the Attorney General's Office.

416-965-6805

AG & FOOD, LEGAL BR provides legal services for the Ministry of Agriculture and Food. For a description of branch activities, see first entry under legal services.

416-965-4337

CCR, LEGAL SERVICES Section provides legal services for the Ministry of Consumer and Commercial Relations. For a description of activities see first entry under legal services.

416-965-1928

COLL UNIV, LEGAL OFFICER performs legal services for the ministry. For a description of functions, see first entry under legal services.

416-965-5147

COMM SOC, LEGAL SERVICES BR provides legal services for the Ministry of Community and Social Services. For a description of branch activities, see first entry under legal services.

416-965-6884

CORR SERV, LEGAL SERVICES BR provides legal services for the Ministry of Correctional Services. For a description of branch activities, see first entry under legal services.

416-965-5793

CULT & REC, LEGAL SERVICES BR provides legal services for the ministry and its agencies. For a description of branch

activities see first entry under legal services.

416-965-2060
EDUC, SUPERVISION & LEGISLATION BR, LEGISLATION Section, besides providing legal services to the Ministry of Education, provides information and advice to school boards, municipalities, teachers and the public about education legislation that affects their rights duties and responsibilities.

416-965-2684
ENV, LEGAL SERVICES BR provides legal services for the ministry. For a description of branch activities see first entry under legal services.

416-965-1141
GOVT SERV, LEGAL BR provides legal services for the ministry in the areas of conveyancing and contracts, e.g. the acquisition (including expropriation), sale and lease of land, buildings negotiation and formulation of building contracts, computer contracts and contracts for other types of services. Provides legal opinions relating to pension benefits and litigation relating to the collection of outstanding accounts.

416-965-2477
HEALTH, LEGAL BR provides legal services for the Ministry of Health. For a description of branch activities, see first entry under legal services.

416-965-9849
HOUSING, LEGAL SERVICES BR provides legal services for all branches of the Ministry of Housing including the Ontario Housing Corporation and the Ontario Mortgage Corporation. For a description of activities see first entry under Legal Services.

416-965-6625
LABOUR, LEGAL BR provides legal services for the Ministry of Labour. For a description of branch activities, see first entry under Legal Services.

416-965-2748
NAT RES, LEGAL SERVICES BR provides legal services for the Ministry of Natural Resources. For a description of branch activities, see first entry under legal services.

416-965-1264
REVENUE, LEGAL SERVICES BR provides legal services for the Ministry of Revenue. For a description of branch activities,

see first entry under legal services.

416-965-3440
SOL GEN, LEGAL SERVICES provides legal services for the Ministry. For a description of functions, see first entry under legal services.

416-965-6926
TE & IA, OFFICE OF LEGAL SERVICES provides legal services for the Ministry of Treasury, Economics and Intergovernmental Affairs. For a description of branch activities, see first entry under legal services.

416-248-3381
TR & COMM, EXTERNAL RELATIONS DIVISION provides legal services for the ministry through the Office of Legal Services (248-3617). The Division Support & Claims Branch (248-3127) handles insurance claims against the Crown for injuries and property damage arising from accidents on provincial highways or involving government vehicles, as well as claims by the Crown for damage to highway property or government vehicles excluding OPP vehicles; processes claims for personal injury involving government employees where a third party is involved and the employee has accepted Workmen's Compensation.

LEGISLATION

416-965-1406
LEGISLATIVE ASSEMBLY, CLERK'S OFFICE. The Clerk is the principal Officer of the Legislative Assembly, and is responsible for procedure and the daily publication of the Order Paper and Votes and Proceedings, the official record of the activities of the House. The Clerk's Office will answer questions about the status of legislation before the House, and rules pertaining to Private Bills. Also provides certified copies of parliamentary bills.

LEGISLATIVE ASSEMBLY LEGISLATIVE LIBRARY **416-965-4545**
LEGISLATIVE ASSEMBLY, LEGISLATIVE LIBRARY provides an information service to each Member of Provincial Parliament (MPP) and staff members of Ontario ministries and agencies. As well as books in the humanities and law, the legislative library has a large collection of Ontario, Canadian and United States government publications, and all the major Ontario daily and weekly newspapers.

LEGISLATIVE ASSEMBLY OFFICE ADMINISTRATIVE **416-965-9489**
LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, personnel and associated administrative services for each Member of Provincial Parliament (MPP) and his or her

staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the Legislative Building for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides visitors with Ontario travel information and direction to various government offices. Bilingual guides are available. Stewards Branch (965-7651) administers the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clipping service.

LEGISLATIVE ASSEMBLY OFFICE CLERK'S OFFICE **416-965-1406**

LEGISLATIVE ASSEMBLY, CLERK'S OFFICE. The Clerk is the principal Officer of the Legislative Assembly, and is responsible for procedure and the daily publication of the Order Paper and Votes and Proceedings, the official record of the activities of the House. The Clerk's Office will answer questions about the status of legislation before the House, and rules pertaining to Private Bills. Also provides certified copies of parliamentary bills.

LEGISLATIVE ASSEMBLY OFFICE HANSARD **416-965-1456**

LEGISLATIVE ASSEMBLY, HANSARD Reporting Services covers all sittings of the Legislature of Ontario and selected committees and publishes an Official Report (Hansard). The final printed Hansard is distributed to each Member of Provincial Parliament (MPP) and is available from the Ontario Government Bookstore, 880 Bay St., Toronto, telephone 965-2054, and in most libraries. To subscribe to the Hansard, contact Printing Services Branch, Print Procurement Service, Min. of Government Services, 9th floor, Ferguson Block, Queen's Park, telephone 965-2238.

LEGISLATIVE ASSEMBLY OFFICE SPEAKER'S OFFICE **416-965-2331**

LEGISLATIVE ASSEMBLY, SPEAKER'S OFFICE. The Speaker of the Assembly is its Chief Presiding Officer and is responsible for both policy and operations. The Speaker is also Chairman of the Board of Internal Economy that governs financial affairs of the Assembly, including review of estimates. The office also includes the Sergeant-at-Arms of the Assembly as well as the Pages employed during sessions.

LEGISLATIVE ASSEMBLY RETIREMENT

416-965-6861

GOVT SERV, EMPLOYEE BENEFITS BR administers the following employee benefits plans: Public Service Superannuation Act (PSSA), Superannuation Adjustment Benefits Act (SABA), Legislative Assembly Retirement Allowances Act (LARAA), Employees' Group Insurance Plan (EGP), Long Term Income

Protection (LTIP) for employees of the Ontario Public Service only. Informs existing and retired employees of the benefits available. The branch is not concerned with family benefits or pensions in the private sector.

LEGISLATIVE BUILDING

416-965-6415

GOVT SERV, LEGISLATIVE SERVICES BR provides housekeeping, maintenance, steward and messenger services and support services to the Lieutenant Governor, Office of the Premier, Office of the Speaker and each Member of Provincial Parliament (MPP) in the Legislative Building. The media studio and its physical facilities (Phone 965-1164) are for the use of cabinet ministers, ministries and members of the legislature.

416-965-9489

LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, personnel and associated administrative services for each Member of Provincial Parliament (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the Legislative Building for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides visitors with Ontario travel information and direction to various government offices. Bilingual guides are available. Stewards Branch (965-7651) administers the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clipping service.

LEGISLATIVE COUNSEL SERVICES

416-965-2841

ATT GEN, LEGISLATIVE COUNSEL SERVICES provides legislative advisory services to members of provincial parliament (MPP), government Ministers and Ministries. The Legislative Counsel Services is responsible for the drafting of bills and regulations, and for the preparation of annual statute books and the filing and publishing of regulations. For information on regulations, contact 965-2854.

LEGISLATIVE LIBRARY

416-965-4545

LEGISLATIVE ASSEMBLY, LEGISLATIVE LIBRARY provides an information service to each Member of Provincial Parliament (MPP) and staff members of Ontario ministries and agencies. As well as books in the humanities and law, the legislative library has a large collection of Ontario, Canadian and United States government publications, and all the major

Ontario daily and weekly newspapers.

LEPROSY

416-965-4094

HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable diseases by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

LETTERS PATENT

416-965-5510

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-965-5424

CCR, COMPANIES SERVICES BR CORPORATION INFORMATION section deals with corporations in their filing of notices of change, by-laws, special resolutions, cancellation of charters (letters patent, certificates of incorporation) and extra-provincial licences. Also deals with arrears statements re notices of change, default notices and revival of corporations.

LIBERAL PARTY CAUCUS OFFICE **416-965-1676**

LIBERAL PARTY CAUCUS OFFICE. Each Member of Provincial Parliament (MPP) belonging to the Liberal Party belongs to the Liberal Party Caucus. In the June 9, 1977 provincial election, the Liberal Party became the Official Opposition in the Ontario Government. The Caucus Office responds to inquiries and requests for assistance from the public and from other governmental jurisdictions. Reviews input from the public on matters of provincial jurisdiction.

LIBRARY

416-965-6271

ATT GEN, POLICY DEVELOPMENT DIV duties include: research into and analysis of all aspects of the administration of justice in Ontario, continual review of the statutes administered by the ministry, developing its legislative program, and

advising the Attorney General and his Deputy during the legislative progress of a bill. Operates the ministry library which serves the Crown Law Office and field offices.

416-965-1438

CIV SERV, STAFF TRAINING & DEVELOPMENT BR. Staff Training & Development Services Section (965-1438) identifies training and development needs of Ontario Government employees. Develops appropriate learning experience to meet these needs and evaluates effectiveness of this training. Courses and seminars are usually held at the Staff Development Centre, Kempenfeldt Bay, Barrie (705-728-2321). French Language Services Section (965-4162) offers French language training courses to provincial and municipal employees. Assists ministries in recruitment of bilingual staff. Administers Ontario-Quebec Summer Student Job Exchange program and civil servants exchanges. Library (965-7096) offers specialized services in the management science field.

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR, in addition to the information service function of explaining and publishing material on ministry programs, answers questions from students, guidance counsellors and parents about the Ontario Student Assistance Program (OSAP), admission requirements to post-secondary programs, colleges and universities, including apprenticeship programs. Maintains statistics (Tel. 965-5477) on full and part-time post-secondary instruction in colleges and universities, manpower retraining, apprenticeship training, private vocational schools. Provides statistical data service for the Legislature to supplement policy, planning and administrative activities of the ministry, and provides the ministry with research consulting and advisory services. It is responsible for the library (965-1451) that serves the ministry, other government agencies and others through interlibrary loans.

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private groups, develops policy on and subsidizes local residential care, extended health care, Homes for the Aged and social services for senior citizens. Assists in community outreach programs e.g. meals-on-wheels, day care, vacation care. Other programs include: operating grants for Elderly Persons Centres and senior volunteers. Helps people in retirement planning. Conducts Long-Term Study on Aging (LSA) (phone 965-5103). Provides grants for aging research and facilities, including the J. W. Crane Memorial Library of Geriatrics and Gerontology, phone 367-8867. Contact district

office.

416-965-6491
CORR SERV, PROGRAM CONSULTATION & DEVELOPMENT DIV provides consultative services to the adult and juvenile programs of the Ministry. Consultants in psychiatry, dentistry, psychology, social work and chaplaincy are responsible for planning and supervision of services in these fields. Library Services Br (965-7773) provides library services to inmates and wards under the Ministry's jurisdiction. Branches in this division are described separately in this index. See Corr Serv: Education Br, Food Services Br, Industrial Programs Br, Nursing Br, Recreation Br, Staff Training & Development Br and Volunteer Programs Br.

416-965-6763
CULT & REC, ADMIN SERVICES BR, RESOURCE CENTRE and Library maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-5399
CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres, sports facilities, arts facilities, such as concert and exhibition halls, theatres, museums, heritage conservation projects, library facilities and multicultural centres. Contact regional offices or main office.

416-965-1192
CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation,

citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

416-965-2696
CULT & REC, PROVINCIAL LIBRARY SERVICES is responsible for assistance to public libraries throughout Ontario. Provides library grants, library by-laws and statistics, and other information assistance. Maintains close liaison with associations related to library functions and develops library services on a province-wide basis. Publishes the Ontario Library Review and In Review: Canadian Books For Children.

416-965-2390
CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-6407
EDUC, COMMUNICATIONS SERVICES BR is the information service for the Ministry of Education. For a description of activities see first entry under information service. In addition its Library Services Section provides the Ministry of Education with library services, a newspaper clipping service, conference information, and selective dissemination of information relevant to ministry projects.

416-965-3246
ENERGY, THE MINISTRY OF ENERGY ensures that Ontario receives an adequate and secure supply of energy at reasonable prices with an acceptable environmental impact. To fulfill this responsibility the Ministry works with other ministries and agencies of the government and with the energy sector more as a catalyst than as an operating agency. Functions include reviewing and advising on energy matters and policy; maintaining liaison between the government and Ontario Hydro Corporation; applying energy policy by coordinating the government's energy-related activities and by interventions before provincial and federal tribunals. Reports to the Legislature for Ontario Hydro and the Ontario Energy Board, both of which function independently of the ministry. Operates a library (Tel. 965-9174). For general information service contact 965-3246.

416-965-6961

ENV, ADMINISTRATIVE SERVICES BR, in addition to the usual administrative services functions (see first entry under administrative services for description), provides a broad range of support services to ministry programs. These include inventory and fixed asset control, editing and coordination of Policy and Procedures Manual, systems and EDP planning and operation. In Toronto, its library at 135 St. Clair Ave West (965-7978), and another at Resources Road (248-3048), are open to the public.

416-965-7048

ENV, PESTICIDES ADVISORY COMMITTEE reviews problems about pesticides. The Committee advises on environmental research grants and evaluates results. Coordinates pesticide problems. Classifies all pesticides previous to their marketing in Ontario. Maintains a library of pesticide containers. The Ontario Government Bookstore (965-2054) has all government publications on pesticides. For pesticide vendors and exterminators licences contact Env Pollution Control Br Pesticides Control Section, phone: 965-2401.

416-965-2069

GOVT SERV, PRINTING SERVICES BR has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms, and supplies printing and typographic services to Ontario Government ministries and agencies through the graphic arts industry in Ontario. Also provides subscriptions to Hansard, Bills, Votes and Proceedings and Order Papers (965-2238). Duplicating Service (965-2211) provides an in-plant reproduction facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through both the Publications Centre (965-6015) and the Ontario Government Bookstore (965-2054) is responsible for the library depository system, cataloguing, inventory control and distribution of Ontario government publications.

416-965-6937

GOVT SERV, SUPPLY ADMINISTRATION BR provides a government-wide purchasing service, including development of specifications and standards. Develops Collective Purchasing Arrangements for commodities commonly used by Ontario Government ministries and agencies. In addition to purchasing the requirements of the Ministry of Government Services, the branch purchases furniture and all other furnishings for other ministries and other items required for

the initial outfitting of new facilities. Operates the Public Tenders Office to receive tenders for government contracts. Maintains suppliers lists by vendor and commodity, and a vendors catalogue library. Controls and directs government assets disposal.

416-965-5051

HEALTH, SUPPLY AND SERVICES BR provides administrative services for the ministry and liaises in related activities with other ministries. Four areas of responsibility are: Supply Area (Tel. 965-3550) handles provision of goods and services such as central stationery & publications stores, government pharmacy warehouse, purchasing, transport service & assets management. Common Service Area (965-2850) provides microrecording service including health insurance microfilms, central files, library service, mail & messenger service, printing & photocopying, etc. Accommodation Area (965-2431) facilitates accommodation requirements. Special Services Area (965-5052) provides support services such as motor vehicle & liability insurance, motor vehicle accident reports, issuance of motor vehicle licences, parking licences and ID Cards, and quotation opening.

416-965-5466

IND & TOUR, COMMUNICATIONS DIV has two major functions: a planning function for developing communications plans for each ministry division plus advertising services, and a delivery function through Communications Services Branch providing the ministry with photography, audio-visual, publications, releases, speeches, media liaison and other information services (see also first entry under information service). Operates a library of still and motion pictures to lend to groups interested in tourism. Film catalogues available.

416-965-4566

IND & TOUR, MANAGEMENT SERVICES BR Management Services Section provides management programs, printing and distribution services (965-5442), mail services (965-4278), purchasing services (965-4311), travel service and general office services (965-4323), and foreign language services (965-1587). Records Services Section (965-1873) provides records and forms control and central filing. Library Services Section (965-3365) has information on international trade, technology, tourism, small business, industry and related subjects. Permits access to its facilities for research purposes.

416-965-6101

LABOUR, LABOUR RESEARCH BR provides information on wages,

labour relations, safety, collective bargaining, work conditions, unemployment. Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (Phone: 965-6886). Maintains a library containing labour related material (Phone: 965-1641).

416-965-4545

LEGISLATIVE ASSEMBLY, LEGISLATIVE LIBRARY provides an information service to each Member of Provincial Parliament (MPP) and staff members of Ontario ministries and agencies. As well as books in the humanities and law, the legislative library has a large collection of Ontario, Canadian and United States government publications, and all the major Ontario daily and weekly newspapers.

416-965-2314

TE & IA, LIBRARY SERVICES BR has reference materials for use by the Ministry and its agencies, and to a lesser extent, by other provincial and federal ministries. The Library has three indices which may be of interest to municipalities and the public: an index to the Private Acts of Ontario since 1867; an index and History of Incorporation for Ontario Municipalities since 1792; an index to unincorporated places in Ontario. Questions on annexations, amalgamations, dissolutions of municipalities, e.g. to which county or district certain townships, villages, towns and cities belong, can be answered by this branch.

416-248-3178

TR & COMM, SUPPLY AND SERVICES BR provides the Ministry with a variety of services. Tenders Office (248-3651) advertises and supplies information on construction and supply contracts and conducts public tender openings. Purchasing & Supply Office (248-3361) purchases and disposes of all motor vehicles used by the Ontario government; purchases construction, maintenance and operating supplies and equipment. General Services Office (248-3853) operates a government garage service, instrument repair service; controls movable assets. Special Services Office (248-3364) provides administrative services, including accommodation design and control, office furnishings; establishes sites for and inspects freeway service centres; and provides telecommunication services and remote airport directional systems. Records Services Office (248-3531) maintains a reference library on ministry programs; prepares manuals, publications, maps and photographs for ministry and public distribution; performs records management function. Graphic Services Office (248-3557) provides art, display, reproduction facilities.

LICENCE OF OCCUPATION

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) conducts land acquisition for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing of prospector's licences, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown lands. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls, carries out forfeiture process for patented mining lands.

LICENCES

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls fruit and vegetable dealers. Issues licences to nurseries, and controls disease found in them. Licenses controlled atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) producing, packaging, wholesaling and retailing. Contact county or district office.

416-965-9433

AG & FOOD, FOODLAND DEVELOPMENT BR reviews official plans, environmental assessments and project proposals for their land use planning implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land held by the government for future development. Administers the Tile Drainage Act and the Drainage Act which provide financial assistance to improve productivity of agricultural land. Administers the Agricultural Tile Drainage Installation Act, 1972 which provides for the issuance of licences for, and inspection of, tile drainage contractors, their machines and machine operators.

416-965-5971

AG & FOOD, LIVESTOCK BR promotes production of livestock and high quality livestock products through extension and

improvement programs, and grants for Ontario producers. Maintains laboratories where milk samples are tested to determine butterfat content. This branch has responsibility for acts affecting livestock producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred livestock by public auction in Ontario. If such sale is conducted within a municipality, only a municipal auctioneer's licence is required.

416-965-3107

AG & FOOD, MILK COMMISSION OF ONTARIO is responsible for policy development in the area of producing, processing and marketing milk and dairy products. The Milk Commission of Ontario also serves as an appeal tribunal for anyone within the industry who feels aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch. Also interprets the Milk Act and its regulations to the public. The Commission issues licences to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid milk and milk products, call the Milk Industry Branch, 965-2411.

416-965-2411

AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. The Milk Quality Program provides for inspection of all dairy farms and monthly testing of raw milk. The Milk Products Program arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing milk products, oleomargarine and edible oils. The Central Milk Testing Laboratory in Guelph analyzes all samples for butterfat, protein and lactose using the Infra Red Milk Analyzer (IRMA) and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six veterinary laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures

to control diseases of poultry; and the Fur Farms Act, requiring licences of fur farmers.

416-965-5841

AG & FOOD, VETERINARY SERV BR, MEAT INSPECTION SECTION issues licences and inspects slaughtering plants except those registered under the Meat Inspection Act (Canada), and those engaged solely in slaughtering animals exempted by regulations under the Act.

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts that require: vaccination of cattle to control brucellosis, licences for livestock community sales, licences of persons involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Issues licences and inspects riding horse establishments, and Pregnant Mare Urine Farms (PMU) for the ultimate production of the hormone estrogen. Licenses those other than pharmacists & veterinarians, who sell livestock medicine. Requires registration of facilities that use animals for research. Provides grants to municipalities of under 50,000 people to construct or renovate pounds.

416-965-4121

CCR, BOILERS AND PRESSURE VESSELS BR strives to minimize the risk of loss of life and property arising from the operation of boilers and pressure vessels. Reviews designs and welding procedures. Inspects workshops during fabrication and installation. Also qualifies and issues licences to welders. Inspects uninsured vessels periodically, and all vessels before and after major repairs. Investigates accidents. Contact Queen's Park or regional offices.

416-965-5510

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-965-5424

CCR, COMPANIES SERVICES BR CORPORATION INFORMATION section

deals with corporations in their filing of notices of change, by-laws, special resolutions, cancellation of charters (letters patent, certificates of incorporation) and extra-provincial licences. Also deals with arrears statements re notices of change, default notices and revival of corporations.

416-965-1662

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by companies, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

416-965-4654

CCR, LIQUOR LICENCE BOARD OF ONTARIO (LLBO) issues, renews, transfers, suspends and revokes liquor licences for on-premise sale and consumption of alcohol, including special occasion permits. The Liquor Licence Board also regulates advertising for licensed establishments. For general information, phone 965-1387; transfers, 965-4691; special occasion permits, 965-4675; advertising, 965-3450.

416-965-5181

CCR, LOTTERIES BR issues licences, supervises and controls all lottery operators in Ontario. These include bingos, raffles and games of chance operated within the Criminal Code of Canada. Copies of the regulations are available from the branch on request.

416-965-0520
CCR, ONTARIO RACING COMMISSION (ORC) promotes the proper management of horse racing and the orderly behaviour and integrity of participants. Issues licences to participants and encourages the improvement of the quality of horses that race. Contact judges and stewards at race tracks or the head office of the Ontario Racing Commission.

416-965-4188
CCR, OPERATING ENGINEERS BR promotes the safe operation of power plants by examining, certifying and issuing licences to operators of steam, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

416-421-2462
CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm, 16mm projectors and films. Also examines and licenses projectionists. Approves motion picture advertising and classification.

416-965-4490
CULT & REC, HISTORICAL PLANNING AND RESEARCH BR provides research on history and information on archaeology that is necessary in the planning and development of Ontario government programs. Provides the Ontario Heritage Foundation with professional archaeological assistance. Answers inquiries about archaeological licences.

416-965-5727
CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing licences for archaeology and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Acts as official recipient of gifts of archaeological interest to the province. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical importance or architectural value. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

416-965-7627
CCR, ENERGY SAFETY BR strives to prevent loss of life, bodily injury and property damage by controlling hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-7048
ENV, PESTICIDES ADVISORY COMMITTEE reviews problems about pesticides. The Committee advises on environmental research grants and evaluates results. Coordinates pesticide problems. Classifies all pesticides previous to their marketing in Ontario. Maintains a library of pesticide containers. The Ontario Government Bookstore (965-2054) has all government publications on pesticides. For pesticide vendors and exterminators licences contact Env Pollution Control Br Pesticides Control Section, phone: 965-2401.

416-965-2401
ENV, POLLUTION CONTROL BR PESTICIDES CONTROL Section ensures safe and effective use of pesticides and herbicides. Issues licences for use and sale of pesticides. Has publications on, and answers inquiries about, control of household pests, insects, etc. Contact regional office.

416-965-6194
ENV, WATER RESOURCES BRANCH HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

416-965-4063
HEALTH, INSPECTION BR LABORATORY LICENSING Service ensures the development and maintenance of high standards of medical laboratory services in Ontario and to encourage most economical use of available resources through a licensing and inspection program. Private and hospital laboratories are inspected annually, or as necessary, and facts on all aspects of laboratory operation are gathered. Also issues licences to specimen collection centres (bleeding stations).

416-965-5757
IND & TOUR, TOURISM OPERATIONS BR advises tourism establishment owners and prospective entrepreneurs, municipal

officials, chambers of commerce, local tourism groups and regional travel associations on planning, development and marketing of tourism area facilities, attractions and events. Operates travel information centres with year-round travel counsellors at major border crossing points, and 30 summer travel centres located at secondary border crossings and along Highway 401. Issues licences to tourism establishments and takes complaints about them. Assists with implementation of Ontario Travel Association Program (OTAP). Reference materials, publications, and statistics available. Contact Regional Office.

416-965-2761

NAT RES, FINANCIAL MANAGEMENT BR, besides the financial accounting functions as outlined in the first entry under accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-4451 or regional or district offices.

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, mercury levels, lamprey, frog, turtle and snake identification, fish hatcheries, fish sanctuaries, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The Branch can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides: information on boating restriction regulations and Small Craft Harbours, and liaison with the Federal government on these matters (965-7887). Contact district offices.

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) conducts land acquisition for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing of prospector's licences, registration and disposition of Crown mining lands and

licensing of sand and gravel removals from Crown lands. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls, carries out forfeiture process for patented mining lands.

416-965-1016

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains mineral economic statistics and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-1172), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing gas or oil or for geochemical and geophysical exploration. Issues permits to drill and operate machinery.

416-965-1578

TR & COMM, DRIVER CONTROL OFFICE ensures that Ontario drivers are competent to operate vehicles; keeps records to identify problem drivers. Runs demerit point system; issues warnings; conducts interviews, re-examinations, and suspends and reinstates licences as required by statute. Checks collision reports to determine need for re-examinations, medical or vision certificate. Contact regional offices. Re suspensions under the Motor Vehicle Accident Claims Act, call CCR Motor Vehicle Accident Claims, Tel. 965-6701. For fines non-payment, call Defaulted Fines Control Centre under the Ministry of the Attorney General, Tel. 965-3711.

416-965-7143

TR & COMM, DRIVER LICENSING OFFICE issues an appropriate drivers licence to all eligible applicants in Ontario, including learners permits, renewals, replacements and corrections of licences. Collects and refunds appropriate fees to drivers. Maintains statistics on collisions. For driver examination contact regional or district offices.

416-248-7154

TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through five Regional and thirteen District Offices in Ontario, serves the public by administering programs for the examination of drivers and for the safety and mechanical fitness inspection of vehicles. Driver licensing involves examination of applicants for operator's licences, chauffeur's licences, motorcycle licences, and for authority to drive a school bus. Issues annual, project, single trip and farm permits. Contact regional or district offices. In

Metro Toronto, call Central Region, 248-7163.

416-248-7146
TR & COMM, HIGHWAY CARRIER LICENSING OFFICE issues licences to public vehicles (PV), e.g. every bus, and to public commercial vehicles (PCV), e.g. trucks and truck tractors, operating in Ontario beyond the urban municipality. Applications for cartage licences within a municipality should be made at the clerk's offices in municipalities. The branch will advise shippers of the extent of authority of any trucking company they may wish to have ship their goods. Contact regional office.

416-965-1845
TR & COMM, ONT HIGHWAY TRANSPORT BOARD, an administrative tribunal, serves the people of Ontario by certifying to the Minister of Transportation & Communications the public necessity and convenience of highway transport services, resulting in the issuance of licences for the carriage of goods and/or passengers for compensation.

416-965-1226
TR & COMM, VEHICLE LICENSING OFFICE registers motor vehicles, trailers and snowmobiles. Issues licences to all premises used for selling, repairing or dismantling motor vehicles, e.g. garages, vehicle dealers, etc. Contact local Motor Vehicle Licensing Office. Requests for information on ownership of a specific vehicle should be made in writing to: Ministry of Transportation and Communications, Macdonald Block, Queen's Park, Toronto, enclosing $3.00 fee.

LICENSE

License, see Licences

LIENS

Liens on motor vehicles under the Personal Property Security Act, see Ccr Personal Property Registration Br.

416-965-5403
REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives refunds of corporation and land taxes. For information on Land Transfer Tax and Land Speculation Tax, call 965-1774.

LIGHT RAIL TRANSIT

Light Rail Transit, see Tr & Comm Systems Research Transit Systems.

LIMITED COMPANIES

Limited Companies, see Corporations, also Partnerships

LIQUOR

416-965-4911

CCR, LIQUOR CONTROL BOARD OF ONTARIO (LCBO) oversees the distribution and sale of liquor (spirits, alcohol, ale, beer and wines) for home consumption and to licensed establishments in government stores throughout Ontario. The Liquor Control Board imports special orders of products not normally carried. Special rare wine and spirits cellars are operated in Toronto and eventually in Ottawa, to stock only high quality products in limited supply. Consultants are available in many metropolitan areas to advise on choosing wine. Duty-free stores at the Toronto International Airport sell liquor to foreign-bound passengers. Age of Majority cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from LCBO stores and brewers retail outlets.

416-965-7798

CCR, LIQUOR LICENCE APPEAL TRIBUNAL hears appeals from persons aggrieved by a decision of the Liquor Licence Board.

416-965-4654

CCR, LIQUOR LICENCE BOARD OF ONTARIO (LLBO) issues, renews, transfers, suspends and revokes liquor licences for on-premise sale and consumption of alcohol, including special occasion permits. The Liquor Licence Board also regulates advertising for licensed establishments. For general information, phone 965-1387; transfers, 965-4691; special occasion permits, 965-4675; advertising, 965-3450.

416-965-6831

ONTARIO ELECTION OFFICE serves government ministries and agencies and the public by providing information relating to legislation and procedures for votes taken at a General Election or By-Election under the Ontario Election Act, and plebiscites under the Liquor Licence Act. To find out name, telephone number and contact address of the Members of Provincial Parliament (MPP) in one's electoral district, phone the Election Office. Historical information on previous elections, Legislatures and Cabinets also available. The Ontario Election Office is part of the Legislative Assembly Office.

416-965-8114
SOL GEN, OPP, SPECIAL INVESTIGATION BR provides assistance to Crown attorneys and law enforcement agencies including Chiefs of Police and other government agencies which deal with liquor licensing, liquor laws infractions, gambling, and suppression of illegal drugs.

LIQUOR CONTROL BOARD

416-965-4911
CCR, LIQUOR CONTROL BOARD OF ONTARIO (LCBO) oversees the distribution and sale of liquor (spirits, alcohol, ale, beer and wines) for home consumption and to licensed establishments in government stores throughout Ontario. The Liquor Control Board imports special orders of products not normally carried. Special rare wine and spirits cellars are operated in Toronto and eventually in Ottawa, to stock only high quality products in limited supply. Consultants are available in many metropolitan areas to advise on choosing wine. Duty-free stores at the Toronto International Airport sell liquor to foreign-bound passengers. Age of Majority cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from LCBO stores and brewers retail outlets.

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LITTER

Litter, see Waste

LIVESTOCK

416-965-1241
AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling,

in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H program which provides agricultural and leadership training as well as social benefits for youth in rural areas. Contact AG REPS in county or district offices.

416-965-5971

AG & FOOD, LIVESTOCK BR promotes production of livestock and high quality livestock products through extension and improvement programs, and grants for Ontario producers. Maintains laboratories where milk samples are tested to determine butterfat content. This branch has responsibility for acts affecting livestock producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred livestock by public auction in Ontario. If such sale is conducted within a municipality, only a municipal auctioneer's licence is required.

416-767-1163

AG & FOOD, ONTARIO STOCK YARDS BOARD operates under the federal Livestock & Livestock Producers' Act because of interprovincial trade. Some of the duties of the Ontario Stock Yards Board are to provide facilities for the weighing of livestock and supervising all scale operations. Sales agencies operating in the yard are licensed by the board to act as representatives in the selling of livestock.

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six veterinary laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control diseases of poultry; and the Fur Farms Act, requiring licences of fur farmers.

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts that require: vaccination of cattle to control brucellosis, licences for livestock community sales, licences of persons involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle and swine. Provides grants to finance veterinary service in

designated areas where livestock farms are sparsely located. Issues licences and inspects riding horse establishments, and Pregnant Mare Urine Farms (PMU) for the ultimate production of the hormone estrogen. Licenses those other than pharmacists & veterinarians, who sell livestock medicine. Requires registration of facilities that use animals for research. Provides grants to municipalities of under 50,000 people to construct or renovate pounds.

LOAN COMPANIES

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

LOANS

Loans, see also Grants

416-965-1064

AG & FOOD, ECONOMICS BR undertakes research into economic aspects of agriculture, including production, marketing, land use planning, rural sociology, statistics, loans to cooperatives.

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance to Ontario students studying at colleges and universities. Administers three programs based on financial need: the Ontario Student Assistance Program - Canada Student Loan (OSAP - CSL); Ontario Student Loan (OSL); and Ontario Special Bursary (OSB). The assistance may come as loans or grants. The branch also awards fellowships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships, and has programs for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, Summer Language Bursary and Interprovincial Second Language Monitor Program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

416-965-7635

CULT & REC HERITAGE ADMIN BR, ARCHITECTURAL Conservation Section provides support for Ontario Heritage Foundation grants or loans to encourage renovation and restoration of buildings of historical importance or architectural value. Helpful advice on preservation is offered to organizations and individuals, including assistance with the establishment of local architectural conservation advisory committees and programs. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Historical for other activities of the branch.

416-965-5727

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing licences for archaeology and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Acts as official recipient of gifts of archaeological interest to the province. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical importance or architectural value. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

416-965-2611

EDUC, FINANCIAL MANAGEMENT BR, besides the normal functions of financial management (965-2611), accounting (965-2612),

and audit (965-5833), collects outstanding loans made under the Ontario Student Aid Loan Plan, a student aid program discontinued in 1964. Also collects fees for summer courses offered to teachers and for duplicates of students' transcripts and teachers' certificates.

416-965-2826

HOUSING, COMMUNITY RENEWAL BR (B). This branch administers provincial programs designed to improve downtown or business districts. Section 361 of the Municipal Act permits concerned businessmen to establish improvement areas and raise funds to improve and beautify municipally owned lands, buildings and structures in the area. The Ontario Downtown Revitalization Program helps municipalities with a maximum population of 125,000 to receive public investment for 'seeding' projects to restore confidence in a community's core area. Subject to availability funds are provided by the province in the form of partially recoverable loans up to a maximum two-thirds of the approved cost of the project. See also Housing, Community Renewal Br (A).

416-965-2826

HOUSING, COMMUNITY RENEWAL BR (A). This branch administers provincial and federal-provincial programs designed to upgrade existing housing, and to help generate programs that will improve the total environment of these homes. The federal-provincial Neighbourhood Improvement Program (NIP) offers grant and loan assistance to municipalities to upgrade older residential neighbourhoods. Areas designated under the NIP are also eligible for funds under the federal Residential Rehabilitation Assistance Program (RRAP) to upgrade individual properties to minimum standards. The provincial Ontario Home Renewal Program (OHRP) provides per-capita grants to municipalities to administer directly as loans to owner-occupants whose adjusted annual family income is under $12,500. An experimental OHRP Rental Program helps landlords upgrade premises rented to low and moderate income families. In unorganized territories OHRP is administered through provincial northern affairs officers. See also Housing, Community Renewal Br (B).

416-965-3173

HOUSING, ONTARIO HOUSING ACTION PROGRAM works with provincial ministries and agencies, regional and area municipalities and private industry to expedite production and stabilize costs of new housing, especially for lower and moderate income families. The Ontario Housing Action Program (OHAP) also provides financial assistance to municipalities: interest-free loans for major servicing, planning study grants and unconditional housing incentive grants.

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturers, industry associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage film production and industry in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

416-965-4622

IND & TOUR, THE DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by: financial assistance through incentive and term loans and bank guarantees; providing sites, facilities and services in two industrial parks: providing technical, business and financial information and advice. Tourist operations, secondary manufacturing industries, and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and techniques, financing exports, and installing pollution control equipment. Contact corporation regional office.

416-965-2204

TE & IA, SUBSIDIES BR administers provincial and federal-provincial subsidy programs under which grants, loans and other payments are made to municipalities and individuals. These include: financial assistance to municipalities for damage sustained due to Great Lake water levels and storms (965-7499); through municipalities, assistance to elderly property owners in the form of interest-free tax credits (965-3500); financial incentives for employment creation (965-3500); tax relief to owners of productive farm land (965-7994) and managed forests (965-3500); payment of taxes or grants-in-lieu of taxes on

provincially-owned properties (965-2428).

LOCAL GOVERNMENT

Local Government, see Municipalities

LOCKOUTS

Lockouts, see also Education Relations Commission.

416-965-7941

LABOUR, CONCILIATION & MEDIATION SERVICES BR provides conciliation officers who help labour and employers to arrive at a settlement of disputes. Mediation officers are provided after the conciliation process if necessary. Parties in a labour dispute must use the government's conciliation services before resorting to strikes or lockouts.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

LOGGING

Logging, see Timber

LONG TERM INCOME PROTECTION

416-965-6861

GOVT SERV, EMPLOYEE BENEFITS BR administers the following employee benefits plans: Public Service Superannuation Act (PSSA), Superannuation Adjustment Benefits Act (SABA), Legislative Assembly Retirement Allowances Act (LARAA), Employees' Group Insurance Plan (EGP), Long Term Income Protection (LTIP) for employees of the Ontario Public Service only. Informs existing and retired employees of the benefits available. The branch is not concerned with family benefits or pensions in the private sector.

LOTTERY

416-965-5181

CCR, LOTTERIES BR issues licences, supervises and controls all lottery operators in Ontario. These include bingos, raffles and games of chance operated within the Criminal Code of Canada. Copies of the regulations are available from the branch on request.

416-965-5887

HEALTH, STRATEGIC PLANNING & RESEARCH BR provides health research grants for the following purposes: to support applied and developmental health research mainly based at Health Sciences Complexes, including hospitals (principal areas that qualify are operational, epidemiological and developmental research projects involving training or service, as well as acupuncture research); to support innovations in the organization and delivery of health service including the evaluation of health care; to support community programs teaching primary ambulatory care to health professionals on a team-care approach; to encourage physicians (965-1170) and dentists (965-5036) to set up practices in underserviced areas; and to attract individuals to priority health training programs. Recognized health & research development organizations in Ontario may apply for the Provincial Lottery funds for health research by writing to: Director, Strategic Planning & Research Br, Ministry of Health, 15 Overlea Blvd., Toronto M4H 1A9.

MACHINERY

Machinery (farm), see Ag & Food, Farm Machinery Board.

MAIL DELIVERY

416-965-1051

GOVT SERV, SPECIAL SERVICES BR provides Ontario government ministries with these services: complete mass mailing, including addressing, labelling, folding and inserting, in addition to regular mail delivery (Tel. 965-6902); a collection service for money due to the government (Tel. 965-5195. Operates the Records Centre which provides secure storage for inactive government records and security copies of computer tapes and microfilm (279-5493); a complete vehicle repair and trucking service, available to ministries on a charge-back basis.

MAINTENANCE

Maintenance Services, see Govt Serv Property Management Br.

MALVERN

Malvern, see Housing Project Planning & Evaluation

MANAGEMENT BOARD SECRETARIAT 416-965-1772

MANAGEMENT BOARD SECRETARAT provides staff support and advice to the Management Board of Cabinet and other Cabinet Committees. Its clientele is entirely internal to Government. Being a support function to a Cabinet Committee, the Secretariat follows Cabinet procedures regarding confidentiality.

MANAGEMENT CONSULTING

416-965-1727

GOVT SERV, MANAGEMENT CONSULTING SERVICES Division provides professional management consulting services to the ministries and agencies of the Ontario government in the areas of organization, operations, human resources management, electronic data processing (EDP), management information systems, finance, management science and actuarial science. The division also acts as actuaries to the Public Service Superannuation Fund (PSSF).

MANPOWER

416-965-6149

AG & FOOD, AGRICULTURAL MANPOWER SERVICES BR assists Ontario farmers with their manpower requirements by providing: a placement service for full-time farm workers; a labour pool service in West Toronto that places seasonal employees on farms within commuting distance of Toronto; training programs and advisory services for farm workers; financial assistance for the construction of housing to accommodate seasonal farm workers. Also provides opportunities for students and young agriculturalists to broaden their knowledge by working on Ontario farms.

416-965-6161

COLL UNIV, COLLEGE AFFAIRS BR is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Manpower for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools, and for Regional Nursing Assistant (RNA) schools. For information about private vocational schools, contact 965-9127. For information about RNA schools and the RNA program, contact 965-4051.

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial (Manpower) training

programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact regional Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Manpower Centre. OCAP Administration Office in Queen's Park is at 965-0668.

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR, in addition to the information service function of explaining and publishing material on ministry programs, answers questions from students, guidance counsellors and parents about the Ontario Student Assistance Program (OSAP), admission requirements to post-secondary programs, colleges and universities, including apprenticeship programs. Maintains statistics (Tel. 965-5477) on full and part-time post-secondary instruction in colleges and universities, manpower retraining, apprenticeship training, private vocational schools. Provides statistical data service for the Legislature to supplement policy, planning and administrative activities of the ministry, and provides the ministry with research consulting and advisory services. It is responsible for the library (965-1451) that serves the ministry, other government agencies and others through interlibrary loans.

416-965-3405

IND & TOUR, SMALL BUSINESS OPERATIONS Div, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour Consultative Services Br entries listed separately in this index. The Selective Placement Section provides professional and skilled manpower counselling and, in cooperation with Canada Manpower & Immigration, direct overseas recruitment assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers grants to Business Schools at Ontario universities for employment of their students in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.

416-965-9017
LABOUR, ONTARIO MANPOWER COMMITTEE SECRETARIAT is a coordination agency that supports the Ontario Manpower Coordinating Committee (OMCC). The OMCC is chaired by the Minister of Labour and comprises Deputy Ministers and Deputy Provincial Secretaries of the ministries and policy fields having manpower responsibilities. The OMCC was established to develop and articulate Ontario position on manpower issues, to improve interministerial cooperation and information flow and to ensure that Ontario's interests, rather than those of one ministry alone, are reflected in dealings with the federal government. The Secretariat is responsible for over-all coordination functions such as definition and analysis of manpower issues and policies, exchange of information on the labour market, representation of Ontario at interprovincial and federal-provincial meetings, development of manpower programs or activities that have not yet been assigned to a particular ministry.

MANUFACTURERS

Manufacturers, see also Manufacturing

416-965-0410
IND & TOUR, CONSULTATIVE SERVICES BR maintains staff in Regional Offices across the province to counsel, in broad terms, small size Ontario Businesses (mainly manufacturers) to increase economic effectiveness, stimulate growth, reduce costs, increase sales, conserve energy and assist in the development of new products and processes. Contact Queen's Park, Toronto (965-0410) or Regional Offices. Regional Office serving Metro Toronto is located at 5 Fairview Mall Drive, Willowdale (491-7680). See also Ind & Tour Small Business Operations Div, Ind & Tour Consultative Services Br Counselling, and Ind & Tour Consultative Services Br Grants.

416-965-0410
IND & TOUR, CONSULTATIVE SERVICES BR, GRANTS provides financial assistance to small businesses for projects which use new technology to develop new or improved products or processes through the Ontario Program for the Advancement of Industrial Technology (OPAIT). Stimulates greater awareness of industrial design and improved product design in small secondary manufacturers through the Product Design & Development Program (PDDP). Assists companies with low productivity and encourages feasibility studies for secondary manufacturers through the Program to Enhance Productivity (PEP). Aids inventors or entrepreneurs to develop a prototype and to determine feasibility of manufacturing the product through the Program to Encourage Product & Process Innovation (PEPPI). The Business Improvement Area Program

(BIA) encourages business associates and municipal authorities to improve downtown core areas. Contact Queen's Park or Regional Offices (in Metro Toronto, 491-7680).

416-965-7119

IND & TOUR, ECONOMIC ANALYSIS & RESEARCH BR, Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request. Tourism and Services Research Section (965-5725) develops and maintains an effective data base and data-related information service for the tourism sector in Ontario, and provides a research service to support and direct Ministry activities such as the Interministerial Tourism and Outdoor Recreation Planning Study (TORPS).

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturers, industry associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage film production and industry in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

416-965-6566

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the

public with cost charges for most statistics re: population, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturers, energy, forest industries, call 965-7078; credit unions, registration of mortgages, health expenditure, mines, call 965-3792; gross provincial product & economic accounts for Ontario, call 965-4801; demographic and social statistics estimates and projections, call 965-2217.

MANUFACTURING

Manufacturing, see also Manufacturers

416-965-5715

IND & TOUR, INDUSTRY & TRADE DEV BR assists business to develop trade leads and sales outlets outside Ontario. Investigates marketing problems, screens potential licensees or joint ventures partners. Organizes trade, technology and Business Opportunity Missions and international trade fairs. Assists and counsels companies from outside Ontario seeking manufacturing, industry investment opportunities in Ontario. The branch is divided into four geographical areas: North America (965-3563); Europe (965-5715); the U.K. (965-5715) or contact Ontario House at Charles 11 St., London SW1 4QS, England); and Special Areas (965-5715) which deals with the remaining areas and also manages and coordinates the activities of the ministry's offices in Toyko and Mexico City.

416-965-5491

IND & TOUR, INDUSTRY BR, Product-Manufacturing Development Section assists manufacturing companies to expand and diversify production by identifying opportunities through licensing arrangements, joint ventures, mergers and acquisitions, contracts and inventions, Product Prospecting Missions, Manufacturing Opportunity Days (MOD), Shows and Bulletins. Contact Queen's Park or Regional Offices. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Industrial Services.

416-965-4622

IND & TOUR, THE DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by: financial assistance through incentive and term loans and bank guarantees; providing sites, facilities and services in two industrial parks: providing technical, business and financial information and advice. Tourist operations, secondary manufacturing industries, and service industries allied to

manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and techniques, financing exports, and installing pollution control equipment. Contact corporation regional office.

MAPLE SYRUP

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls fruit and vegetable dealers. Issues licences to nurseries, and controls disease found in them. Licenses controlled atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) producing, packaging, wholesaling and retailing. Contact county or district office.

416-965-2785

NAT RES, DIVISION OF FORESTS is responsible for the production and harvesting of timber and the provision of woodland for recreational purposes. Forest Management Br. grows seedlings for provincial nurseries and the public for reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests. Forest Research Br in Maple (416 832-2261) provides scientific and technical knowledge through research in forest management. Timber Sales Br. (965-2731) is responsible for management and licensing of timber sales. Contact regional or district offices.

MAPS

Map information and distribution, see Nat Res Administrative Services Br.

416-965-4030

CULT & REC, ARCHIVES OF ONTARIO acquires significant unpublished documents to preserve Ontario's historical

heritage and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies, through statutory control, important non-current records, and from other sources, through donation or purchase, any important manuscripts, maps, pictures, photographs, early newspapers, etc. dealing with Ontario history. Operates a public reading room for those doing historical, administrative, legal or other research. The Archives welcomes information on the location of historical material. The Archives of Ontario also advises and assists ministries and agencies in the economic and efficient management of records, forms, microrecording, correspondence, reports. Coordinates Records Management training courses. Contact 965-2187.

416-965-5134

NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual administrative services functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographical maps. Mines publications are also available (965-1348). For a description of administrative service functions, see first entry under administrative services. The branch does not handle ministry mail service which is the responsibility of the Financial Management Branch.

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, mercury levels, lamprey, frog, turtle and snake identification, fish hatcheries, fish sanctuaries, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The Branch can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides: information on boating restriction regulations and Small Craft Harbours, and liaison with the Federal government on these matters (965-7887). Contact district offices.

416-965-4538

NAT RES, SURVEYS & MAPPING BRANCH B. The Branch provides topographical and cadastral descriptions of the land base. A Task Force on Geographic Referencing will define one comprehensive system to allow rapid, visual geographic correlation of physical properties, resources, legal status, etc. of provincial land. The Ontario Centre for Remote

Sensing (965-8411) serves the provincial government by providing special-mission aerial photography, interpretation of air-borne and space-borne imagery. Provides remote sensing information to the public. The Ontario Geographic Names Board (965-6515) maintains geographical nomenclature of provincial and federal maps, charts, etc. Controls and regulates official names and naming of geographical features, unincorporated populated places, localities and other topographic entities in Ontario. Consults with federal and municipal governments on related activities. Arbitrates geographic names issues and directs toponymic research. See also Nat Res Surveys & Mapping Branch (A) for other activities.

416-248-3248

TR & COMM, SURVEYS AND PLANS OFFICE, Highway Engineering Div provides the ministry with: aerial and ground surveys relative to remote sensing, computer graphics, photogrammetric plans, cartographic maps, legal survey plans and documents. Maps are also available to the public. Contact regional or district offices.

MARINA

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

MARKET RESEARCH

Market Research, see Ind & Tour Economic Analysis & Research Br.

MARKETING

Marketing, see subject or area involved, e.g. Industry, Tourism, Farm Products.

MARRIAGES

416-965-7523

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, METRO TORONTO deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Court offices (965-7515). For inquiries re: payment of fines following conviction, and drivers licence licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the Court's branches or to the Bail Office at 965-7522. Civil marriages ceremonies are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of the statutory fee of $3.00 each. Provision is made for correction of errors in registrations. Contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

MATERNITY LEAVE

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, and equal pay for equal work, termination of employment. Provides means for employees and employers to get together to request a schedule of wage overtime, vacation pay rates, etc. for their particular industry or trade. Also regulates employment agencies (965-0631), and provides for setting of wage rates and other working conditions for construction workers on government contracts. The Employment Adjustment Service is administered through this branch (965-3303). It provides consultation and liaison for labour and employers to help them cope with the effects on employment of technological and economic change. Contact regional office.

MATTRESS

Mattress, see Upholstered and Stuffed Articles

MAUSOLEUM

Mausoleum, see Cemeteries

MEAT INSPECTION

416-965-5841

AG & FOOD, VETERINARY SERV BR, MEAT INSPECTION SECTION issues licences and inspects slaughtering plants except those registered under the Meat Inspection Act (Canada), and those engaged solely in slaughtering animals exempted by regulations under the Act.

MECHANICAL FITNESS

416-248-7154

TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through five Regional and thirteen District Offices in Ontario, serves the public by administering programs for the examination of drivers and for the safety and mechanical fitness inspection of vehicles. Driver licensing involves examination of applicants for operator's licences, chauffeur's licences, motorcycle licences, and for authority to drive a school bus. Issues annual, project, single trip and farm permits. Contact regional or district offices. In Metro Toronto, call Central Region, 248-7163.

MEDIA STUDIO

416-965-6415

GOVT SERV, LEGISLATIVE SERVICES BR provides housekeeping, maintenance, steward and messenger services and support services to the Lieutenant Governor, Office of the Premier, Office of the Speaker and each Member of Provincial Parliament (MPP) in the Legislative Building. The media studio and its physical facilities (Phone 965-1164) are for the use of cabinet ministers, ministries and members of the legislature.

MEDIATION

416-965-7941

LABOUR, CONCILIATION & MEDIATION SERVICES BR provides conciliation officers who help labour and employers to arrive at a settlement of disputes. Mediation officers are provided after the conciliation process if necessary. Parties in a labour dispute must use the government's conciliation services before resorting to strikes or lockouts.

MEDICAL ASSOCIATIONS

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance

(965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

MEMBER OF PROVINCIAL PARLIAMENT

416-965-2337

GOVERNMENT CAUCUS OFFICE. In the June 9, 1977 provincial election, the Progressive Conservative Party (PC) was returned to Government. Each Member of Provincial Parliament belonging to the Progressive Conservative Party belongs to the Government Caucus. The Caucus deliberates policies and programs which will become part of legislation to be introduced in the Legislature. Specific Committees are responsible for certain areas. The Caucus Office has a Chief Whip who looks after attendance in full Caucus, Committee meetings and in the Legislature, and keeps all members informed as to what votes are expected in the Legislature.

416-965-6415

GOVT SERV, LEGISLATIVE SERVICES BR provides housekeeping, maintenance, steward and messenger services and support services to the Lieutenant Governor, Office of the Premier, Office of the Speaker and each Member of Provincial Parliament (MPP) in the Legislative Building. The media studio and its physical facilities (Phone 965-1164) are for the use of cabinet ministers, ministries and members of the legislature.

416-965-4545

LEGISLATIVE ASSEMBLY, LEGISLATIVE LIBRARY provides an information service to each Member of Provincial Parliament (MPP) and staff members of Ontario ministries and agencies. As well as books in the humanities and law, the legislative library has a large collection of Ontario, Canadian and United States government publications, and all the major Ontario daily and weekly newspapers.

416-965-9489

LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, personnel and associated administrative services

for each Member of Provincial Parliament (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the Legislative Building for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides visitors with Ontario travel information and direction to various government offices. Bilingual guides are available. Stewards Branch (965-7651) administers the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clipping service.

416-965-1456

LEGISLATIVE ASSEMBLY, HANSARD Reporting Services covers all sittings of the Legislature of Ontario and selected committees and publishes an Official Report (Hansard). The final printed Hansard is distributed to each Member of Provincial Parliament (MPP) and is available from the Ontario Government Bookstore, 880 Bay St., Toronto, telephone 965-2054, and in most libraries. To subscribe to the Hansard, contact Printing Services Branch, Print Procurement Service, Min. of Government Services, 9th floor, Ferguson Block, Queen's Park, telephone 965-2238.

416-965-1676

LIBERAL PARTY CAUCUS OFFICE. Each Member of Provincial Parliament (MPP) belonging to the Liberal Party belongs to the Liberal Party Caucus. In the June 9, 1977 provincial election, the Liberal Party became the Official Opposition in the Ontario Government. The Caucus Office responds to inquiries and requests for assistance from the public and from other governmental jurisdictions. Reviews input from the public on matters of provincial jurisdiction.

416-965-6494

NEW DEMOCRATIC PARTY CAUCUS OFFICE. Each Member of Provincial Parliament (MPP) belonging to the New Democratic Party (NDP) belongs to the NDP Caucus. The Caucus Office answers and deals with inquiries from the public and from other governmental jurisdictions. For general information, phone 965-6494. To contact NDP Research Office, phone 965-5392.

MENTAL HEALTH

416-965-8067

HEALTH, CHILDREN'S MENTAL HEALTH SERVICES BR, administering the Children's Mental Health Centres Act, authorizes the establishment, licensing, funding and setting of standards of facilities for centres that treat children and adolescents

who are emotionally disturbed or suffer from mental disorder. Included in these residential or non-residential centres all over Ontario is the Four-Phase Service System, a network of independent programs serving severely disturbed teenagers from the Metro Toronto area. The branch also funds several out-patient clinics in general hospitals, and two Regional Centres at Ottawa and Sudbury which do not fall under the Act.

416-965-8045

HEALTH, CONSULTING SERVICES BR. Staffed by professionals representative of actual providers of personal health care, the branch provides the ministry with expertise and guidance in this field and similarly advises and guides all components of the health care system. On staff are medical, psychology, nursing, allied health disciplines, occupational therapy, physiotherapy, speech pathology & audiology, rehabilitation and social work consultants. They participate in Committees, Working Groups or Task Forces which prepare recommendations for ministry health care policies. The branch is also responsible for the management of these programs: Adult Community Mental Health, Alcohol & Drug Abuse, Home Care (allows an insured Ontario resident to have treatment at home upon recommendation of a doctor), Extended Health Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) that attracts physicians to practise in rural and isolated communities.

416-920-7721

HEALTH, ONTARIO MENTAL HEALTH FOUNDATION provides grants for mental health research. The Ontario Mental Health Foundation supports specific projects, also predoctoral and postdoctoral students and postgraduate independent research.

MENTAL RETARDATION

Mental Retardation, see Retardation, also Retarded

MENTALLY ILL

Mentally Ill, see Mentally Incompetent, also Mental Health

MENTALLY INCOMPETENT

416-965-1865

ATT GEN, OFFICIAL GUARDIAN represents the civil rights of persons under a legal disability usually under 18 years of age, or mentally incompetent, as well as unborn and absentee persons. The Official Guardian also makes recommendations to the Court regarding the care, custody and maintenance of children in divorce cases. The Official Guardian's jurisdiction is province-wide.

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Power of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

MERCURY LEVELS

Mercury Levels, see Env, Water Resources Br, Limnology and Toxicity Section.

MERCY FLIGHTS

705-942-1800

NAT RES, AIR SERVICE BR in Sault Ste. Marie operates a fleet of aircraft for forest fire detection and suppression, timber, fish and wildlife management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation.

METALLURGICAL

Metallurgical, see also Metals

416-965-8510

LABOUR, MINES ENGINEERING BR reviews, advises on and approves pre-development plans of new mining and metallurgical companies in compliance with Ontario Government legislation protecting the health and safety of employees. Ensures that the operations of mines and plants are carried out in a safe and orderly way. Investigates accidents and complaints. Trains mine rescue personnel. Tests hoist cables. Contact Queen's Park or district offices.

416-965-1337

NAT RES, MINERAL RESEARCH BR will identify a sample of rock, minerals or ore as well as give detailed chemical and petrographic analysis of assay of mineral samples. Also examines till, sand, silt and gravel. Organizes tours for educational and other groups. Provides geological, prospecting, exploration, processing and metallurgical information. Conducts research into proper conservation and utilization of mineral resources. Branch serves mining and exploration companies, geologists, engineers, prospectors and agencies such as the Ontario Research Foundation.

METALS

Metals, see also Metallurgical

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-1016

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains mineral economic statistics and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-1172), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing gas or oil or for geochemical and geophysical exploration. Issues permits to drill and operate machinery.

METRIC SYSTEM

Metric System, see Metrication

METRICATION

416-965-5982

EDUC, CURRICULUM BR produces curriculum guidelines for use in Ontario from Kindergarten to Grade 13. Produces annotated lists of Canadian curriculum materials for use with above guidelines. Administers the Book Purchase Plan which provides copies of newly approved textbooks to schools. Implements metrication in primary and secondary schools. Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Initiates and coordinates curriculum input to the ministry and implements curriculum policies. Provides elementary and secondary school broadcasts and related services in cooperation with the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for native peoples.

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, COUNSELLING provides counselling services to those starting a small business, to inventors and entrepreneurs who wish to commercialize their ideas, and to businesses that need technical assistance in metrication. Advises companies individually on their marketing and financial problems and business planning, and assists small companies that do not have traffic managers to determine the most economical method of packing and shipping products to consumers. Encourages production improvement and cost reduction through industrial engineering counselling assistance and audio-visual presentations, and through a joint program with Mohawk College of Applied Arts & Technology to operate a Mobile Service Unit (M.S.U.) that visits companies to analyze energy costs and point out potential savings. Contact Queen's Park or Regional Offices. (in Metro Toronto, call 491-7680).

416-965-6513

IND & TOUR, METRIC & STANDARDS SECRETARIAT provides information and coordination services to Ontario government ministries and agencies in their metric conversion and standards activities. Provides central resource file on all aspects of metrication and answers inquiries from the public. Provides Ontario Government position on metric conversion and standards in interprovincial and federal-provincial committees. Provides secretarial resources for interministerial metric conversion committees and task forces.

416-965-3514

TE & IA, ADVISORY SERVICES BR encourages and assists Ontario municipalities in improving their management practices and in developing and promoting effective local government management techniques. Assists local governments to improve internal organization and processes by which their statutory responsibilities are discharged. Advises on human resources management. Coordinates Local Government Management Program (LGMP). Advice on metrication in municipalities is available.

416-248-3355

TR & COMM, ENGINEERING RESEARCH & DEVELOPMENT BR undertakes technical and scientific research on pavements, structures, materials, earth and environment technology resources and value engineering as related to transportation facilities. Research reports are published. The branch's Metric Office coordinates the ministry's metrication program.

MICROWAVES

Microwaves, see Labour, Occupational Health Br

MILK

416-965-5971

AG & FOOD, LIVESTOCK BR promotes production of livestock and high quality livestock products through extension and improvement programs, and grants for Ontario producers. Maintains laboratories where milk samples are tested to determine butterfat content. This branch has responsibility for acts affecting livestock producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred livestock by public auction in Ontario. If such sale is conducted within a municipality, only a municipal auctioneer's licence is required.

416-965-3107

AG & FOOD, MILK COMMISSION OF ONTARIO is responsible for policy development in the area of producing, processing and marketing milk and dairy products. The Milk Commission of Ontario also serves as an appeal tribunal for anyone within the industry who feels aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch. Also interprets the Milk Act and its regulations to the public. The Commission issues licences to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid milk and milk products, call the Milk Industry Branch, 965-2411.

416-965-2411

AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. The Milk Quality Program provides for inspection of all dairy farms and monthly testing of raw milk. The Milk Products Program arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing milk products, oleomargarine and edible oils. The Central Milk Testing Laboratory in Guelph analyzes all samples for butterfat, protein and lactose using the Infra Red Milk Analyzer (IRMA) and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

416-965-7661

AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural

Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves people in the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

MILK COMMISSION OF ONTARIO

416-965-3107

AG & FOOD, MILK COMMISSION OF ONTARIO is responsible for policy development in the area of producing, processing and marketing milk and dairy products. The Milk Commission of Ontario also serves as an appeal tribunal for anyone within the industry who feels aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch. Also interprets the Milk Act and its regulations to the public. The Commission issues licences to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid milk and milk products, call the Milk Industry Branch, 965-2411.

MILL RATES

416-965-1671

TE & IA, MUNICIPAL FINANCE BR maintains a municipal financial data system; produces financial analyses based on mun. financial statements; maintains: summary of mill rates, register of prov'l. grants to local sector & monitors its fiscal capacity. Advises on local sector debt. Studies property taxation to develop new system. Advises regional/restructured gov'ts. on financial policy; manages Special Assistance part of unconditional grants. Administers Ont. Mun. Improvement Corp. (OMIC), Ont. Educ. Capital Aid Corp. (OECAC), Ont. Univ. Capital Aid Corp. (OUCAC). Contact: Loc. Gov't. Financial Analysis, 965-2417; Loc. Gov't. Tax Reform 965-2194; Restructured Municipalities Finance, 965-1074; Mun. Borrowings, 965-2451; Finance Legislation, 965-0577.

MINERALS

416-965-4641

NAT RES, GEOLOGICAL BR provides information on the geology and mineral resources of Ontario for development of policy on management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of

new exploration techniques and presentation of education classes and lectures on minerals. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures and unpublished files are used by the general public, prospectors, mining companies, universities and government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake and Sudbury district offices.

416-965-1337

NAT RES, MINERAL RESEARCH BR will identify a sample of rock, minerals or ore as well as give detailed chemical and petrographic analysis of assay of mineral samples. Also examines till, sand, silt and gravel. Organizes tours for educational and other groups. Provides geological, prospecting, exploration, processing and metallurgical information. Conducts research into proper conservation and utilization of mineral resources. Branch serves mining and exploration companies, geologists, engineers, prospectors and agencies such as the Ontario Research Foundation.

416-965-1016

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains mineral economic statistics and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-1172), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing gas or oil or for geochemical and geophysical exploration. Issues permits to drill and operate machinery.

MINERS

416-965-2528

HEALTH, CLINIC SERVICES BR Chest Disease Service (965-2301) provides diagnostic services and ambulatory treatment for tuberculosis and other respiratory diseases through district chest clinics. Conducts chest examination of miners. Also processes applications of prospective immigrants with chest problems.

MINES

Mines, see also Mining

416-965-2493

LABOUR, OCCUPATIONAL HEALTH BR, Occupational Health Service (965-3610) acts as consultant to those responsible for

providing in-plant health care facilities and a healthful working environment for employees. Sets standards and guidelines for chemical substances and physical agents used in the work environment; investigates exposures to toxic chemical agents and harmful physical agents and recommends controls. Environmental Health Studies Service (965-6375) studies the effects of environment and pollution on human health. Health Physics Service (965-8178) directs a program to protect the public from harmful effects of radiation including X-Rays, microwaves and lasers. Handles registration of X-Ray equipment. Monitors areas around nuclear power stations and uranium mines for radioactive pollution.

416-965-5134

NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual administrative services functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographical maps. Mines publications are also available (965-1348). For a description of administrative service functions, see first entry under administrative services. The branch does not handle ministry mail service which is the responsibility of the Financial Management Branch.

416-965-6566

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturers, energy, forest industries, call 965-7078; credit unions, registration of mortgages, health expenditure, mines, call 965-3792; gross provincial product & economic accounts for Ontario, call 965-4801; demographic and social statistics estimates and projections, call 965-2217.

MINIMUM WAGE

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, and equal pay for equal work, termination of employment. Provides means for employees and employers to get together to request a schedule of wage overtime, vacation pay rates, etc. for their particular

industry or trade. Also regulates employment agencies (965-0631), and provides for setting of wage rates and other working conditions for construction workers on government contracts. The Employment Adjustment Service is administered through this branch (965-3303). It provides consultation and liaison for labour and employers to help them cope with the effects on employment of technological and economic change. Contact regional office.

MINING

Mining, see also Mines

416-965-2880

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (Phone: 965-6550). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (Phone: 965-2877). Investigates complaints about brokers and salesmen of securities and about actions by companies affecting the value of securities (phone: 965-2874). Handles registration of securities dealers, salesmen, underwriters and advisers (Phone: 965-6578).

416-965-8510

LABOUR, MINES ENGINEERING BR reviews, advises on and approves pre-development plans of new mining and metallurgical companies in compliance with Ontario Government legislation protecting the health and safety of employees. Ensures that the operations of mines and plants are carried out in a safe and orderly way. Investigates accidents and complaints. Trains mine rescue personnel. Tests hoist cables. Contact Queen's Park or district offices.

416-965-8710

LABOUR, STAFF BR acts in an advisory capacity on occupational safety (construction and industrial), mining safety and occupational health; formulates legislation and procedures, maintains files, collects and manually tabulates statistics, and does research on occupational hazards as a service to the Minister of Labour and inspectional branches.

416-965-2761

NAT RES, FINANCIAL MANAGEMENT BR, besides the financial accounting functions as outlined in the first entry under accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial

agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-4451 or regional or district offices.

416-965-4641

NAT RES, GEOLOGICAL BR provides information on the geology and mineral resources of Ontario for development of policy on management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques and presentation of education classes and lectures on minerals. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures and unpublished files are used by the general public, prospectors, mining companies, universities and government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake and Sudbury district offices.

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) conducts land acquisition for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing of prospector's licences, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown lands. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls, carries out forfeiture process for patented mining lands.

416-965-1559

NAT RES, MINE TAX ASSESSMENT issues annual assessment (tax) notices to Ontario mining companies on the basis of profit. Administers the Mining Tax Act.

416-965-1337

NAT RES, MINERAL RESEARCH BR will identify a sample of rock, minerals or ore as well as give detailed chemical and petrographic analysis of assay of mineral samples. Also examines till, sand, silt and gravel. Organizes tours for

educational and other groups. Provides geological, prospecting, exploration, processing and metallurgical information. Conducts research into proper conservation and utilization of mineral resources. Branch serves mining and exploration companies, geologists, engineers, prospectors and agencies such as the Ontario Research Foundation.

416-965-1016

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains mineral economic statistics and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-1172), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing gas or oil or for geochemical and geophysical exploration. Issues permits to drill and operate machinery.

416-965-1824

NAT RES, MINING AND LANDS COMMISSIONER exercises administrative and judicial duties under The Mining Act, The Mining Tax Act 1972 and The Beach Protection Act and such duties of the Minister of Natural Resources as are assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture and dispute and appeal hearings. Contact Queen's Park or regional offices.

MOBILE HOME

416-923-1199

CCR, RENT REVIEW. Ontario's Residential Premises Rent Review Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile home sites and some rent-geared-to-income units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review landlord and tenant filed application forms regarding rent increases. If decision of Rent Review Officer is unsatisfactory, an appeal may be made to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

MOPEDS

Mopeds, see Tr & Comm Public Safety & Information Br

MORTGAGE BROKERS

Mortgage Brokers, see also Mortgages, also CCR, Commercial Registration Appeal Tribunal.

416-965-6471

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramidic Sales Act (pyramidic schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconsionable consumer representations & provides redress procedures for consumers.

416-965-2513

CCR, REGISTRAR OF BAILIFFS, Collection Agencies and Mortgage Brokers is responsible for investigating complaints about and registering private bailiffs, collection agencies, consumer reporting agencies (credit and personal information investigation) and mortgage brokers. Also issues certificates of acceptance for pyramidic schemes under the Pyramidic Sales Act. Recommends appointments under the Bailiffs Act.

MORTGAGES

Mortgages, see also Mortgage Brokers. Re discharging a mortgage, see CCR Regional Property Registration.

416-965-2041

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status, registration of corporation securities (mortgages, bonds, debentures). Can supply copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

416-965-1662

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit

corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by companies, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-965-6566

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturers, energy, forest industries, call 965-7078; credit unions, registration of mortgages, health expenditure, mines, call 965-3792; gross provincial product & economic accounts for Ontario, call 965-4801; demographic and social statistics estimates and projections, call 965-2217.

MORTMAIN

416-965-5510

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-965-1662

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by companies, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

MOTHERS

Mothers, see also Unwed Mothers

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to $150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single mothers, permanently unemployable fathers, foster children, etc.).

MOTION PICTURE

416-421-2462

CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm, 16mm projectors and films. Also examines and licenses projectionists. Approves motion picture advertising and classification.

MOTOR VEHICLE ACCIDENT CLAIMS

416-965-6701

CCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC) compensates victims of accidents caused by drivers of uninsured, stolen and hit and run vehicles by administering the Motor Vehicle Accident Claims Act.

MOTOR VEHICLE DEALERS

Motor Vehicle Dealers, see CCR Motor Vehicle Dealers Br.

MOTOR VEHICLES
Motor Vehicles, see Vehicles

MOTORCYCLE
Motorcycle licence, see Tr & Comm Drivers & Vehicles Regional Operations

MOTORISTS
Motorists, see Drivers

MOVIES
Movies, see Motion Picture

MULTICULTURAL
Multicultural, see also Multiculturalism, Ethnic

416-965-5399
CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres, sports facilities, arts facilities, such as concert and exhibition halls, theatres, museums, heritage conservation projects, library facilities and multicultural centres. Contact regional offices or main office.

416-965-0617
CULT & REC, FIELD SERVICES BR. Through six regional and various sub offices in Ontario the Field Services Branch brings into focus the Ministry's program at the local level. By providing consultative services to community groups, this Branch aids in the provision of recreational and cultural activities at the local level. The consulting service is provided to a whole range of local and regional clients including municipal recreation departments, municipal recreation committees, YMCA's, historical societies, multicultural groups, regional arts councils, etc.

416-965-6621
CULT & REC, MULTICULTURAL DEVELOPMENT BR aims to improve the quality of the social environment in Ontario by facilitating community participation in: multicultural development processes through the encouragement of an appreciation and understanding of specific cultures in our multicultural society; the encouragement of information sharing through intercultural workshops; the promotion within institutions of an awareness and sensitivity to cultural differences; and community development processes through the facilitation of citizen involvement in local decision-making processes. Professional staff provide consultative services, publish handbooks and directories. Multicultural development and

community participation grants are available. Contact field offices or main office. The branch assists in the Multicultural History Project (965-0212) sponsored by the Ministry and funded by Wintario. The Project will collect and preserve material about Ontario ethnocultural groups and will make it accessible through the Archives of Ontario.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

MULTICULTURALISM

Multiculturalism, see also Multicultural, Ethnic

416-965-6763

CULT & REC, ADMIN SERVICES BR, RESOURCE CENTRE and Library maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-2324

ONTARIO ADVISORY COUNCIL ON MULTICULTURALISM consists of twenty-five appointed members (by Order in Council) who are regionally and ethnically representative of major areas in Ontario and have had previous experience related to multiculturalism. Council's role is to advise government on how the principles of multiculturalism may be better understood and put to practical use. The Council meets monthly and reports to the Secretary for Social Development.

MUNICIPAL

Municipal, see Municipalities

MUNICIPAL DIRECTORY

416-965-6989

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses

and advises on provincial-municipal relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA), and Federation of Canadian Municipalities (FCM). Organizes provincial-municipal and tri-level consultation and conferences on joint programs of federal-provincial governments and municipalities. Publishes the Municipal Directory annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc.

MUNICIPAL LIAISON COMMITTEE

416-965-6989

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses and advises on provincial-municipal relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA), and Federation of Canadian Municipalities (FCM). Organizes provincial-municipal and tri-level consultation and conferences on joint programs of federal-provincial governments and municipalities. Publishes the Municipal Directory annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc.

MUNICIPAL TAX

Municipal Tax, see Property Taxation

MUNICIPALITIES

Municipalities, incorporation dates, annexations, amalgamations, see TE & IA Library Services Br

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts that require: vaccination of cattle to control brucellosis, licences for livestock community sales, licences of persons involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle and

swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Issues licences and inspects riding horse establishments, and Pregnant Mare Urine Farms (PMU) for the ultimate production of the hormone estrogen. Licenses those other than pharmacists & veterinarians, who sell livestock medicine. Requires registration of facilities that use animals for research. Provides grants to municipalities of under 50,000 people to construct or renovate pounds.

416-965-1912

ATT GEN, ONTARIO MUNICIPAL BOARD performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of zoning bylaws, official plans and any appeal as provided under the Planning Act, and appeals under the Assessment Act. The Ontario Municipal Board supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

416-965-5881

CCR, BUILDING CODE BR is developing a fire code and administers a building code for Ontario to minimize building, health and fire hazards. Advises municipalities on matters pertaining to building by-laws, which are a local, not provincial, responsibility. Maintains the Ontario Plumbing Code.

416-965-5006

COMM SOC, CAPITAL & ADMINISTRATIVE SERVICES BR provides technical expertise and consultative services to municipalities and non-profit organizations that want to establish facilities for rehabilitation, residential and social services under various Acts administered by the ministry. Maintains statistics on existing facilities. Carries out inspection program for fire and other safety measures in all ministry institutions and those operated under the above Acts. Contact district offices. Also supplies the ministry with administrative services. For a description of functions see first entry under administrative services.

416-965-7825

COMM SOC, COMMUNICATIONS BR is the information service for the Ministry of Community and Social Services. For a description of activities, see first entry under information service. Also provides assistance (e.g. consultation, publications, films, slide, displays, etc.) to municipalities and social agencies to explain social service programs.

416-965-5142
COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs to municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities, supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care for prescribed drugs, prosthetic, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-6546
CULT & REC, SPORTS SERVICES BR encourages participation in physical activities for enjoyment. Promotes competition in multi-sports games (e.g. regional & provincial Ontario Summer & Winter Games). Provides administrative, consultative and limited financial assistance (grants) to provincial sport governing bodies. The Ontario Sports Administration Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is also funded by this Ministry. Sports Awards Program honours accomplishments made by Ontario athletes and citizens in amateur sport. Coaching Development Program (Tel. 965-6311) improves the calibre of leadership available to amateur sport. Ontario Sports Travelcade (Tel. 965-6311) takes sports and fitness resources around Ontario to help raise the level of expertise among athletes, coaches, etc. The branch encourages physical fitness in individuals by working with community groups, municipalities and industries in the development of fitness programs (965-6311). See also Cult & Rec Office of Athletics Commissioner.

416-965-2390
CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture &

Recreation field offices.

416-965-2060

EDUC, SUPERVISION & LEGISLATION BR, LEGISLATION Section, besides providing legal services to the Ministry of Education, provides information and advice to school boards, municipalities, teachers and the public about education legislation that affects their rights duties and responsibilities.

416-965-3980

ENV, ENVIRONMENTAL APPROVALS BR is the central area where persons and organizations seek ministry approval for activities affecting the environment. Reviews and approves applications required under the Environmental Protection Act (e.g. waste disposal sites), Ontario Water Resources Act and the Environmental Assessment Act. To apply for permits under these Acts contact ministry's regional or district offices. The branch ensures that environmental safeguards are incorporated into land-use planning policies and programs. Evaluates, at planning stage, any activity by government ministries, utilities, government-funded projects and related activities in the private sector, which will have a significant environmental impact. Develops guidelines for waste disposal systems by industry, municipalities and the public.

416-965-2531

ENV, ENVIRONMENTAL ASSESSMENT BOARD holds public hearings on the environmental impact of major development proposals under three statutes: The Ontario Water Resources Act, 1970 (OWRA), The Environmental Protection Act, 1971 (EPA); The Environmental Assessment Act, 1975 (EAA). Following hearings under the OWRA (re. municipalities wishing to establish or extend their sewage works into another municipality or territory) and the EPA (re: approval to establish or extend a waste disposal site), the Board submits recommendations to the ministry. Under the Environmental Assessment Act, 1975, after the assessment and the ministry's review thereof have been made public, any person can require by written notice a hearing by the Board. After hearings are held under the EAA, the Board renders a final decision which can only be varied or rescinded by the Minister with approval of the Lieutenant Governor in Council.

416-965-2537

ENV, POLLUTION CONTROL BR CONTINGENCY PLANNING Section promotes organization and planning by industries, the municipalities and federal and provincial agencies to control and cope with pollution caused by emergency spills of

contaminants.

416-965-6967
ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants for sewage works for municipalities. Deals with pollution control relating to septic tanks, derelict motor vehicles, litter, sewage sludge, boating and ice huts. Contact regional office.

416-965-3071
ENV, POLLUTION CONTROL BR NOISE Pollution Control Section deals with the control of noise emissions and comments on the relationship between new and existing land use and noise sources. Develops acoustics criteria and standards. Develops, updates and promotes the Model Municipal Noise Control Bylaw for adoption by municipalities and assists in training of noise control officers. Although most municipalities have not yet completely adopted the Model Noise Bylaw, the City of Toronto has. Complaints within the city can be directed to Noise Control Branch, Dep't. of Public Works, Tel. 465-5477. Other areas contact local Bylaw Officers or the Ministry's head office or regional offices.

416-248-3739
ENV, POLLUTION CONTROL BR RESEARCH GROUP includes: a Coordination Section, an Applied Sciences Section, a Wastewater Treatment Section, and a Water Technology Section. The group provides: liaison with academic and research groups; dissemination of technical information and findings; technical assistance to the Planning Sections; applied research studies on pollution; and technical support for, and application of, new technology to the public through regional offices or directly to municipalities and industry.

416-965-1296
ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. water supply, sewage and pollution control facilities for municipalities. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work and financial analysis, including details on grants available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public water and sewage service areas. Administers program of grants to regional or

restructured municipalities for certain sewage works and water works.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Utility Operations Section provides water and waste water service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and other water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for activities of other two sections.

416-636-8015

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive waste management program including new procedures for resource recovery and recycling. Provides municipalities with assistance and guidance in the economic development of waste management systems. Provides technical services, supervision and financial management required in the planning and construction of resource recovery facilities. Operates full scale experimental resource recovery plant for technology research and market development. Provides grants for selected technology demonstration projects.

416-965-5733

GOVT SERV, PROTOCOL SERVICES SCROLLS Section prepares

congratulatory scrolls for Ontario citizens on the request of their Member of Provincial Parliament, to acknowledge 90th and succeeding birthdays, 50th and succeeding wedding anniversaries, or other significant accomplishments of individuals, municipalities and other organizations. See also Govt Serv Protocol Services Protocol Section, also Recording Office.

416-965-4164
HEALTH, COMMUNITY HEALTH PROTECTION BR, INSPECTION Services provides consultants to municipalities to advise on local health inspection matters. Information available from the branch on location of nearest public health agency, or contact regional offices. See also other sections in Health Community Health Protection Br described separately.

416-965-9652
HOUSING, COMMUNITY HOUSING DIVISION (A). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). The Senior Citizen & Family Accommodation Program provides federal-provincial operating subsidies to municipalities wishing to construct new housing for low income groups. Rural & Native Housing Program provides mortgage geared-to-income housing mostly to native peoples in rural and remote areas. Community Sponsored Housing Program encourages community groups and municipalities to form non-profit housing corporations (cooperatives) to build and operate low-cost rental housing for low and moderate income persons. Provincial funds complement federal assistance. A sliding-scale rent-reduction grant is available to organizations whose units are rented to those who qualify for rent supplement. See also Housing, Community Housing Division (B) for information on other programs.

416-965-0250
HOUSING, COMMUNITY LAND DEVELOPMENT BR develops and services land for the Ministry. Provides on a fee basis when requested, development services for municipalities. Administers the Municipal Land Development Program which provides information and assistance to municipalities in assembly and servicing of land. The branch is also responsible for monitoring the interim management of land owned by Ontario Housing Corporation which is undertaken by the Ministry of Government Services.

416-965-3352
HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing

services and advice to municipalities, the development industry and the public. Administers a program of grants which will provide financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants.

416-965-2826

HOUSING, COMMUNITY RENEWAL BR (B). This branch administers provincial programs designed to improve downtown or business districts. Section 361 of the Municipal Act permits concerned businessmen to establish improvement areas and raise funds to improve and beautify municipally owned lands, buildings and structures in the area. The Ontario Downtown Revitalization Program helps municipalities with a maximum population of 125,000 to receive public investment for 'seeding' projects to restore confidence in a community's core area. Subject to availability funds are provided by the province in the form of partially recoverable loans up to a maximum two-thirds of the approved cost of the project. See also Housing, Community Renewal Br (A).

416-965-2826

HOUSING, COMMUNITY RENEWAL BR (A). This branch administers provincial and federal-provincial programs designed to upgrade existing housing, and to help generate programs that will improve the total environment of these homes. The federal-provincial Neighbourhood Improvement Program (NIP) offers grant and loan assistance to municipalities to upgrade older residential neighbourhoods. Areas designated under the NIP are also eligible for funds under the federal Residential Rehabilitation Assistance Program (RRAP) to upgrade individual properties to minimum standards. The provincial Ontario Home Renewal Program (OHRP) provides per-capita grants to municipalities to administer directly as loans to owner-occupants whose adjusted annual family income is under $12,500. An experimental OHRP Rental Program helps landlords upgrade premises rented to low and moderate income families. In unorganized territories OHRP is administered through provincial northern affairs officers. See also Housing, Community Renewal Br (B).

416-965-9834

HOUSING, LAND MARKETING & SURVEYS BR, Marketing Surveys. The

branch carries out Municipal Housing Studies (MHS) for municipalities under 10,000 in population that wish to use the Ministry's services. A MHS, combining the old Need and Demand Survey (NDS) Municipal Housing Policy Statement, (MHPS) is a study of the total housing market of a municipality and is a prerequisite for all Provincial Assisted Housing Programs.

416-965-5890

HOUSING, LOCAL PLANNING POLICY BR researches and develops policy and recommends planning standards to apply at the local government level (municipalities), consistent with provincial objectives.

416-965-1497

HOUSING, OFFICIAL PLANS BR processes and recommends for approval by the Minister of Housing all official plans and offical plan amendments submitted by municipalities. Answers inquiries from municipalities and the public on land use planning matters.

416-965-3173

HOUSING, ONTARIO HOUSING ACTION PROGRAM works with provincial ministries and agencies, regional and area municipalities and private industry to expedite production and stabilize costs of new housing, especially for lower and moderate income families. The Ontario Housing Action Program (OHAP) also provides financial assistance to municipalities: interest-free loans for major servicing, planning study grants and unconditional housing incentive grants.

416-965-4611

HOUSING, POLICY AND PROGRAM DEVELOPMENT SECRETARIAT provides the ministry with policy development (965-4611), intergovernmental liaison (965-7867), surveys and statistical analysis (965-7025). The Secretariat is also responsible for program review and analysis. Administers the Municipal Housing Policy Statements program (MHPS) which provides grants and technical assistance to municipalities in developing statements of local housing policy.

416-965-7299

IND & TOUR, INDUSTRY BR, Industrial Services Section provides a consultative service, Industrial Development Training Courses and publications to inform and assist municipalities on development of industrial parks, industrial land use planning, and provincial and federal industrial development programs. Also provides plant location services to assist industry with expansion plans or new location requirements. Contact Queen's Park or Regional Office. See also Ind & Tour

Industry Br Industrial Dev and Ind & Tour Industry Br Product-Manufacturing Dev.

416-965-2785

NAT RES, DIVISION OF FORESTS is responsible for the production and harvesting of timber and the provision of woodland for recreational purposes. Forest Management Br. grows seedlings for provincial nurseries and the public for reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests. Forest Research Br in Maple (416 832-2261) provides scientific and technical knowledge through research in forest management. Timber Sales Br. (965-2731) is responsible for management and licensing of timber sales. Contact regional or district offices.

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices in Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of school supporters, and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

416-965-4871

SOL GEN, OFFICE OF THE FIRE MARSHAL assists municipalities in establishing municipal fire departments including training of personnel and conducting fire protection technology courses; develops fire prevention by-laws; prepares specifications for fire apparatus and equipment; conducts municipal fire protection surveys and fire department promotional examinations (965-4858). Approves plans for institutional and public buildings as well as hotels; administers Lightning Rods Act; consults with governments and architects on major fire problems; supports fire codes and statutes committees (965-4851). Investigates causes of incendiary, large loss &

fatal fires, gaseous explosions; assists Crown attorneys and coroners (965-4861). Promotes public safety programs; publishes fire loss statistics and technical, legal, instructional and fire prevention literature (965-4871). Film library loan service available. Advisory and investigation services are provided from Toronto and district offices. Contact local fire department for fire fighting and prevention.

416-965-6071
SOL GEN, ONTARIO POLICE COMMISSION ensures adequate Ontario policing by organizing, training and encouraging use of modern technology and cooperation among police in all municipalities for efficient law enforcement. Advises on organization of police in regional governments. Coordinates police communications and info systems (CPIC - Canadian Police Information Centre). Analyzes and disseminates criminal intelligence information (CISO - Criminal Intelligence Service, Ont.). Ontario Police Commission trains all levels of police personnel at Ontario Police College, Aylmer, Ontario.

416-965-4308
SOL GEN, OPP, INDIAN & MUNICIPAL POLICING SERVICES BR is responsible for Indian reserve policing in the Province of Ontario. Programs include the appointments of special constables at the request of Indian Band Councils to police their particular reserves. The OPP administers the training, salary and equipment of the special constables through the provisions of the federal-provincial cost-sharing agreement. Municipal policing involves the drawing up of contracts with municipalities which have opted for policing by OPP rather than maintain their own force, and other related matters. Also provides flying patrols in the northwestern & eastern portions of the province. Police aircraft visit isolated Indian communities on a regular basis.

416-965-3514
TE & IA, ADVISORY SERVICES BR encourages and assists Ontario municipalities in improving their management practices and in developing and promoting effective local government management techniques. Assists local governments to improve internal organization and processes by which their statutory responsibilities are discharged. Advises on human resources management. Coordinates Local Government Management Program (LGMP). Advice on metrication in municipalities is available.

416-965-2314
TE & IA, LIBRARY SERVICES BR has reference materials for use

by the Ministry and its agencies, and to a lesser extent, by other provincial and federal ministries. The Library has three indices which may be of interest to municipalities and the public: an index to the Private Acts of Ontario since 1867; an index and History of Incorporation for Ontario Municipalities since 1792; an index to unincorporated places in Ontario. Questions on annexations, amalgamations, dissolutions of municipalities, e.g. to which county or district certain townships, villages, towns and cities belong, can be answered by this branch.

416-965-6934

TE & IA, LOCAL GOVERNMENT ORGANIZATION BR advises the Government on provincial policy for local government functions and organization, including local government reform based on local needs. Participates in the County Restructuring Studies Program (CRSP). Reviews division of local and provincial functions. Reviews role and organization of municipal councils, and suitability of Special Purpose Bodies. Reviews all legislation and Ontario Municipal Board decisions affecting municipalities.

416-965-1671

TE & IA, MUNICIPAL FINANCE BR maintains a municipal financial data system; produces financial analyses based on mun. financial statements; maintains: summary of mill rates, register of prov'l. grants to local sector & monitors its fiscal capacity. Advises on local sector debt. Studies property taxation to develop new system. Advises regional/restructured gov'ts. on financial policy; manages Special Assistance part of unconditional grants. Administers Ont. Mun. Improvement Corp. (OMIC), Ont. Educ. Capital Aid Corp. (OECAC), Ont. Univ. Capital Aid Corp. (OUCAC). Contact: Loc. Gov't. Financial Analysis, 965-2417; Loc. Gov't. Tax Reform 965-2194; Restructured Municipalities Finance, 965-1074; Mun. Borrowings, 965-2451; Finance Legislation, 965-0577.

416-965-6989

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses and advises on provincial-municipal relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA), and Federation of Canadian Municipalities (FCM). Organizes provincial-municipal and tri-level consultation and conferences on joint programs of federal-provincial governments and municipalities. Publishes the Municipal Directory annually, detailing lists of counties, districts,

cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc.

416-226-6574

TE & IA, REGIONAL OFFICES. Five Regional Offices in Ontario advise and assist municipalities, the public, other government ministries and agencies on all aspects of local government. Coordinate government relationships with municipalities. Identify and initiate action in cases of municipal difficulty. Advice is provided: through review of municipal financial statements; through dissemination of information on existing programs available; through assessment of implications of specific actions, e.g. proposed major capital expenditures; and as specifically requested. License auditors who audit municipal books. Contact regional offices.

416-965-2204

TE & IA, SUBSIDIES BR administers provincial and federal-provincial subsidy programs under which grants, loans and other payments are made to municipalities and individuals. These include: financial assistance to municipalities for damage sustained due to Great Lake water levels and storms (965-7499); through municipalities, assistance to elderly property owners in the form of interest-free tax credits (965-3500); financial incentives for employment creation (965-3500); tax relief to owners of productive farm land (965-7994) and managed forests (965-3500); payment of taxes or grants-in-lieu of taxes on provincially-owned properties (965-2428).

416-248-7146

TR & COMM, HIGHWAY CARRIER LICENSING OFFICE issues licences to public vehicles (PV), e.g. every bus, and to public commercial vehicles (PCV), e.g. trucks and truck tractors, operating in Ontario beyond the urban municipality. Applications for cartage licences within a municipality should be made at the clerk's offices in municipalities. The branch will advise shippers of the extent of authority of any trucking company they may wish to have ship their goods. Contact regional office.

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways; for the purchase of capital assets; and to offset operating deficits for public transit. Coordinates

demonstration transit projects to assist municipalities in planning new and improving existing transit services (248-3785). Develops planning policies for provincial highways system, and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airports system and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities, and is involved in public participation programs in ministry projects (248-3931).

416-248-3238

TR & COMM, OPERATIONS, REGIONAL OPERATIONS operates the Provincial Roads System by performing design, maintenance and construction activities. Administers subsidy programs to municipalities and regional governments for their road maintenance and construction programs. Controls highway rights-of-way by purchasing property, issuing building permits, entrance permits and permits for the erection of advertising signs. Contact regional or district office.

416-248-3727

TR & COMM, URBAN & REGIONAL PLANNING OFFICE provides ministry and government officials with long range travel forecasts and evaluations, transportation plans, development strategies, policies and programs. Administers financial assistance to municipalities for transportation planning studies.

MUSEUMS

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres, sports facilities, arts facilities, such as concert and exhibition halls, theatres, museums, heritage conservation projects, library facilities and multicultural centres. Contact regional offices or main office.

416-965-4021

CULT & REC, HERITAGE ADMIN BR, MUSEUMS Assistance Program gives advisory and financial help to museums owned and maintained by municipalities, Indian Band Councils and conservation authorities. See also Cult & Rec: Heritage Admin Br Architectural and Heritage Admin Br Historical for other activities of the branch.

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Sigmund

Samuel Gallery of Canadiana at 14 Queen's Park Crescent West and the McLaughlin Planetarium, is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts and archaeology, sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Phone for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, film library and archives, Senior Citizens Club, Explorer's Club and Saturday Morning Club for children. The Royal Ontario Museum (ROM) is located at 100 Queen's Park Cres. in Toronto.

MUSHROOMS

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses for children and adults on horticulture and botany, design with plant material, to credit courses at universities. The Royal Botanical Gardens also offers the public extensive information on, and identification of, ornamental plants, native plants, poisonous plants, edible and poisonous mushrooms, and ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

MUSIC

Music, see Arts

MUTUAL BENEFIT

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

NAME CHANGES

Name Changes (existing corporations), see CCR Companies Services Br Corporation Names Section. Corporation Style Names, see CCR Companies Services Br Partnerships registration.

416-965-7351

ATT GEN, COUNTY and DISTRICT COURTS, the intermediate level of trial courts with civil jurisdiction in Ontario, handle actions involving the amounts of between $401 and $7,500. Handle proceedings under these statutes: landlord and tenant, applications for name changes, adoptions (child welfare), and mental incompetency. Persons rarely appear without legal counsel, and in many cases, either party may require trial by judge and jury. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Outside this Judicial District, contact appropriate county or district court.

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of the statutory fee of $3.00 each. Provision is made for correction of errors in registrations. Contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

NAT RES ADMINISTRATIVE SERVICES BR **416-965-5134**

NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual administrative services functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographical maps. Mines publications are also available (965-1348). For a description of administrative service functions, see first entry under administrative services. The branch does not handle ministry mail service which is the responsibility of the Financial Management Branch.

NAT RES AIR SERVICE BR **705-942-1800**

NAT RES, AIR SERVICE BR in Sault Ste. Marie operates a fleet

of aircraft for forest fire detection and suppression, timber, fish and wildlife management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation.

NAT RES ALGONQUIN FORESTRY AUTHORITY **705-789-9647**
NAT RES, ALGONQUIN FORESTRY AUTHORITY in Huntsville, Ontario is a Crown corporation responsible for harvesting timber in Algonquin Provincial Park and for supplying logs to designated mills. It operates under volume agreement with the Ministry of Natural Resources.

NAT RES CONSERVATION AUTHORITIES BR **416-965-6287**
NAT RES, CONSERVATION AUTHORITIES BR assists local conservation authorities with design, planning and operational assistance as well as grants for capital projects. Does studies and reports on watersheds.

NAT RES DIVISION OF FORESTS **416-965-2785**
NAT RES, DIVISION OF FORESTS is responsible for the production and harvesting of timber and the provision of woodland for recreational purposes. Forest Management Br. grows seedlings for provincial nurseries and the public for reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests. Forest Research Br in Maple (416 832-2261) provides scientific and technical knowledge through research in forest management. Timber Sales Br. (965-2731) is responsible for management and licensing of timber sales. Contact regional or district offices.

NAT RES ENGINEERING SERVICES BR **416-965-1271**
NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

NAT RES FINANCIAL MANAGEMENT BR **416-965-2761**

NAT RES, FINANCIAL MANAGEMENT BR, besides the financial accounting functions as outlined in the first entry under accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-4451 or regional or district offices.

NAT RES FISH AND WILDLIFE RESEARCH BR **416-832-2261**

NAT RES, FISH AND WILDLIFE RESEARCH BR near Maple, Ontario, conducts biological and environmental research and provides information on the principles of scientific fish and wildlife management, wildlife diseases and parasites, productivity of lakes and streams, aquatic systems ecology, behaviour of animals, animal pathology. Contact Director, Box 50, Maple.

NAT RES FISHERIES BR **416-965-7883**

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, mercury levels, lamprey, frog, turtle and snake identification, fish hatcheries, fish sanctuaries, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The Branch can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides: information on boating restriction regulations and Small Craft Harbours, and liaison with the Federal government on these matters (965-7887). Contact district offices.

NAT RES FOREST FIRE CONTROL BR **416-965-2781**

NAT RES, FOREST FIRE CONTROL BR organizes fire control planning and fire warden systems. Conducts forest fire control operations. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control.

NAT RES GEOLOGICAL BR **416-965-4641**

NAT RES, GEOLOGICAL BR provides information on the geology and mineral resources of Ontario for development of policy on management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral

wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques and presentation of education classes and lectures on minerals. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures and unpublished files are used by the general public, prospectors, mining companies, universities and government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake and Sudbury district offices.

NAT RES INFORMATION BR **416-965-2756**

NAT RES, INFORMATION BR is the information service for the Ministry of Natural Resources. For a description of activities, see first entry under Information Service.

NAT RES INTERNAL AUDIT BR **416-965-4087**

NAT RES, INTERNAL AUDIT BR is responsible for the ministry's audit function. For a description of the function, see first entry under audit.

NAT RES LAND USE COORDINATION BR **416-965-2899**

NAT RES, LAND USE COORDINATION BR establishes methods and procedures to coordinate planning for the use of Crown land. Participates in land use planning done by other ministries. Prepares lake plans (965-5344). Coordinates the preparation of environmental assessments for the Ministry subject to the Environmental Assessment Act, 1975 (965-2781). Coordinates the review of plans of other ministries and agencies relative to this ministry's plans and programs.

NAT RES LANDS ADMINISTRATION BR **416-965-2741**

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) conducts land acquisition for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing of prospector's licences, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown lands. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls, carries out forfeiture process for patented mining lands.

NAT RES LEGAL SERVICES BR **416-965-2748**

NAT RES, LEGAL SERVICES BR provides legal services for the

Ministry of Natural Resources. For a description of branch activities, see first entry under legal services.

NAT RES MINE TAX ASSESSMENT **416-965-1559**
NAT RES, MINE TAX ASSESSMENT issues annual assessment (tax) notices to Ontario mining companies on the basis of profit. Administers the Mining Tax Act.

NAT RES MINERAL RESEARCH BR **416-965-1337**
NAT RES, MINERAL RESEARCH BR will identify a sample of rock, minerals or ore as well as give detailed chemical and petrographic analysis of assay of mineral samples. Also examines till, sand, silt and gravel. Organizes tours for educational and other groups. Provides geological, prospecting, exploration, processing and metallurgical information. Conducts research into proper conservation and utilization of mineral resources. Branch serves mining and exploration companies, geologists, engineers, prospectors and agencies such as the Ontario Research Foundation.

NAT RES MINERAL RESOURCES BR **416-965-1016**
NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains mineral economic statistics and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-1172), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing gas or oil or for geochemical and geophysical exploration. Issues permits to drill and operate machinery.

NAT RES MINING AND LANDS COMMISSIONER **416-965-1824**
NAT RES, MINING AND LANDS COMMISSIONER exercises administrative and judicial duties under The Mining Act, The Mining Tax Act 1972 and The Beach Protection Act and such duties of the Minister of Natural Resources as are assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture and dispute and appeal hearings. Contact Queen's Park or regional offices.

NAT RES NIAGARA PARKS COMMISSION **416-356-2241**
NAT RES, NIAGARA PARKS COMMISSION in Niagara Falls, Ontario operates a 35 mile system of parks along the Niagara River including recreation areas, scenic attractions, historic sites. The Niagara Parks Commission also runs a School of Horticulture.

NAT RES OFFICE OF INDIAN LAND CLAIMS **416-965-6046**

NAT RES, OFFICE OF INDIAN LAND CLAIMS researches and responds to specific Indian land claims and land problems. Keeps the Ministry aware of the possible extent of future land claims. Develops Ministry positions and prepares recommendations to Cabinet. Does research in consultation with other ministries, the Federal Government, Indian Band Councils and native peoples associations. On the direction of Cabinet, negotiates the settlement of valid land claims with the Indian people involved.

NAT RES PARK MANAGEMENT BR **416-965-2745**

NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general park information, contact 965-3081 and during the summer months from 8:00 a.m. to midnight, 967-0427.

NAT RES PARK PLANNING BR **416-965-3981**

NAT RES, PARK PLANNING BR develops and coordinates provincial parks planning and other public recreational facilities. Assists other government and private agencies with related planning. Contact regional office.

NAT RES PERSONNEL BR **416-965-3825**

NAT RES, PERSONNEL BR performs the personnel functions for the Ministry of Natural Resources. For a description of branch activities, see first entry under Personnel. Also hires qualified 17 year old persons as junior forest rangers. There are personnel officers in each of the Ministry's eight Regional Offices.

NAT RES POLICY COORDINATION SECRETARIAT **416-965-8422**

NAT RES, POLICY COORDINATION SECRETARIAT assists the Deputy Minister by providing support, advice and information to existing policy planning mechanisms. Assesses and ensures the widest and earliest consideration to long-range policy proposals. Ensures liaison with the Cabinet, Cabinet Committees and other Ministries.

NAT RES REGIONAL OFFICES

NAT RES, REGIONAL OFFICES. There are eight Ministry of Natural Resources Administratiive Regions: four in Northern Ontario and four in Southern Ontario. Coordination of policy and delivery of services in these regional offices are administered by the Office of the Assistant Deputy Minister of Northern Ontario in Thunder Bay (807 475-1271), and the Office of the Assistant Deputy Minister of Southern Ontario

in Queen's Park, Toronto (416 965-7783). There are several district offices in each region. These offices serve the public and local area interests on matters relating to: the harvesting of Crown timber, minerals, fish and wildlife, forest management, public lands and waters. Contact regional or district offices.

NAT RES ST CLAIR PARKWAY COMMISSION **519-862-1035**

NAT RES, ST CLAIR PARKWAY COMMISSION in Corunna is responsible for the establishment of a parkway along the St. Clair River from Point Edward on Lake Huron, to Mitchell's Bay on Lake St. Clair. The St Clair Parkway Commission is a joint program of parks and recreation development by the Province of Ontario, County of Lambton, County of Kent, City of Chatham and the City of Sarnia.

NAT RES ST LAWRENCE PARKS COMMISSION **613-543-2951**

NAT RES, ST LAWRENCE PARKS COMMISSION in Morrisburg maintains and operates parks, campgrounds and historic sites in the St. Lawrence Seaway valley. The St Lawrence Parks Commission has other facilities such as wildfowl sanctuary, maple syrup bush, riding trails, nature trails, marina, Upper Canada Golf Course, railroad museum, Loyalist Memorials, Upper Canada Village and Old Fort Henry. Student tours to last two attractions can be pre-arranged. The Commission has facilities for winter recreation, such as cross country skiing, snowmobiling, Horse-drawn sleigh rides, skating, tobogganing, snow-shoeing.

NAT RES SURVEYS & MAPPING BRANCH A **416-965-6225**

NAT RES, SURVEYS & MAPPING BRANCH A. The Branch provides topographical and cadastral descriptions of the land base. Cartography Section (965-4743) produces planimetric, geological and other thematic maps for ministry field surveys. Inventory Section (965-6914) maintains the Forest Resources Inventory (FRI) and data on forest stands in Northern Ontario. Drafting Services Section (965-7108) provides drafting, mapping and graphics support services to the ministry. Control Surveys Section (965-4538) will install and manage a provincial system to coordinate, and set standards for, control surveys. Cadastral Surveys Section (965-2714) has data from ministry surveys and from private surveyors on resurveys of township boundaries and Crown land surveys prior to their disposition under statute. See also Nat Res Surveys & Mapping Branch (B) for other activities.

NAT RES SURVEYS & MAPPING BRANCH B **416-965-4538**

NAT RES, SURVEYS & MAPPING BRANCH B. The Branch provides topographical and cadastral descriptions of the land base. A Task Force on Geographic Referencing will define one

comprehensive system to allow rapid, visual geographic correlation of physical properties, resources, legal status, etc. of provincial land. The Ontario Centre for Remote Sensing (965-8411) serves the provincial government by providing special-mission aerial photography, interpretation of air-borne and space-borne imagery. Provides remote sensing information to the public. The Ontario Geographic Names Board (965-6515) maintains geographical nomenclature of provincial and federal maps, charts, etc. Controls and regulates official names and naming of geographical features, unincorporated populated places, localities and other topographic entities in Ontario. Consults with federal and municipal governments on related activities. Arbitrates geographic names issues and directs toponymic research. See also Nat Res Surveys & Mapping Branch (A) for other activities.

NAT RES WILDLIFE BR **416-965-4251**

NAT RES, WILDLIFE BR manages wildlife resources of the province through management of habitat; reviews and recommends wildlife management practices and policy; recommends and enforces wildlife-related (e.g. hunting) laws and regulations; inventories and manages endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas to provide wildlife-oriented recreation. Reviews land use planning to ensure that wildlife interests are considered. Fur Section (965-3345) coordinates and regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers federal-provincial resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

NATIVE PEOPLES

Native Peoples, see also Indian Band Councils

416-965-5184

ATT GEN, NATIVE COURT WORKER PROGRAM, Programs Admin Div, was initiated in 1972 by the Province of Ontario and the Federal government to meet the needs of native peoples who may be at a disadvantage when appearing before the courts. The Ontario Federation of Indian Friendship Centres is responsible for operating the program in 20 centres throughout the province.

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices re: funding, licensing and

supervision of day nurseries; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.); and provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding child care and pre-school education. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For financial questions contact 965-2521. Contact district office.

416-965-1069

CORR SERV, DELINQUENCY PREVENTION & NATIVE PROGRAMS funds and evaluates delinquency prevention projects in 12 Ontario locations. The project funding is for three years. The Coordinator of Native Programs is a new position designed to bring special attention to native juveniles sent to the Ministry from the Courts. Special attention is being paid to Northern Ontario where native peoples are in the largest numbers.

416-965-6763

CULT & REC, ADMIN SERVICES BR, RESOURCE CENTRE and Library maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-5003

CULT & REC, INDIAN COMMUNITY SECRETARIAT assists Ontario native peoples in both on-reserve and off-reserve communities, in gaining full access to existing services of ministries, and in the development of self-determination and community leadership and initiative. Provides liaison between native groups and various levels of government. Where provincial funding channels do not exist, the Secretariat may consider projects from Indian Band Councils or incorporated bodies on a one-term last-resort basis. Contact field office or main office.

416-893-1121

CULT & REC, McMICHAEL CANADIAN COLLECTION is an art gallery in a beautiful setting in Kleinberg, Ontario, which has an extensive collection of the works of Canadian artists including the Group Of Seven, Tom Thompson, Emily Carr, David

Milne, Clarence Gagnon, and J. W. Morrice. Also included are works of art by native peoples. The collection is open every afternoon except Monday. All mornings and all day Monday are reserved for school tours by appointment.

416-965-5982

EDUC, CURRICULUM BR produces curriculum guidelines for use in Ontario from Kindergarten to Grade 13. Produces annotated lists of Canadian curriculum materials for use with above guidelines. Administers the Book Purchase Plan which provides copies of newly approved textbooks to schools. Implements metrication in primary and secondary schools. Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Initiates and coordinates curriculum input to the ministry and implements curriculum policies. Provides elementary and secondary school broadcasts and related services in cooperation with the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for native peoples.

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (A). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). The Senior Citizen & Family Accommodation Program provides federal-provincial operating subsidies to municipalities wishing to construct new housing for low income groups. Rural & Native Housing Program provides mortgage geared-to-income housing mostly to native peoples in rural and remote areas. Community Sponsored Housing Program encourages community groups and municipalities to form non-profit housing corporations (cooperatives) to build and operate low-cost rental housing for low and moderate income persons. Provincial funds complement federal assistance. A sliding-scale rent-reduction grant is available to organizations whose units are rented to those who qualify for rent supplement. See also Housing, Community Housing Division (B) for information on other programs.

416-965-6046

NAT RES, OFFICE OF INDIAN LAND CLAIMS researches and responds to specific Indian land claims and land problems. Keeps the Ministry aware of the possible extent of future land claims. Develops Ministry positions and prepares recommendations to Cabinet. Does research in consultation with other ministries, the Federal Government, Indian Band Councils and

native peoples associations. On the direction of Cabinet, negotiates the settlement of valid land claims with the Indian people involved.

416-965-4251

NAT RES, WILDLIFE BR manages wildlife resources of the province through management of habitat; reviews and recommends wildlife management practices and policy; recommends and enforces wildlife-related (e.g. hunting) laws and regulations; inventories and manages endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas to provide wildlife-oriented recreation. Reviews land use planning to ensure that wildlife interests are considered. Fur Section (965-3345) coordinates and regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers federal-provincial resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

NATURAL GAS

416-965-7627

CCR, ENERGY SAFETY BR strives to prevent loss of life, bodily injury and property damage by controlling hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-6276

ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in energy related projects in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the Syncrude Project to extract crude oil from the Athabasca oil sands in Alberta, and the Polar Gas Project to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

416-965-2851

ONTARIO ENERGY BOARD regulates certain phases of the natural gas industry in Ontario, including rates and charges, designation and authorization of storage areas, construction of transmission lines, expropriation for pipelines, gas franchises and certificates. Acts upon references by the

Ministry of Energy about wholesale Ontario Hydro rates, and by the Lieutenant Governor in Council on any questions about energy. The Board answers to the Legislature through the Ministry of Energy.

NATURAL RESOURCES
Natural Resources, Ministry of, see NAT RES Branch Name

NAUTICAL CHARTS
Nautical Charts, see Maps

NEIGHBOURHOOD IMPROVEMENT PROGRAM
Neighbourhood Improvement Program, see Housing, Community Renewal Br (A).

NEW DEMOCRATIC PARTY CAUCUS OFFICE **416-965-6494**
NEW DEMOCRATIC PARTY CAUCUS OFFICE. Each Member of Provincial Parliament (MPP) belonging to the New Democratic Party (NDP) belongs to the NDP Caucus. The Caucus Office answers and deals with inquiries from the public and from other governmental jurisdictions. For general information, phone 965-6494. To contact NDP Research Office, phone 965-5392.

NIAGARA ESCARPMENT **416-877-5191**
NIAGARA ESCARPMENT COMMISSION. The Niagara Escarpment Commission in Georgetown develops and implements a program to protect the Niagara Escarpment's distinct characteristics and to ensure a balanced future use of Escarpment lands through interim development control and preparation of a development plan. The Commission reports to the Legislature through the Provincial Secretariat for Resources Development. To contact Commission from Toronto and Brampton call 453-2468.

416-965-9560
HOUSING, OPERATIONS & DEVELOPMENT CONTROL BR administers Minister's zoning order, validation, part-lot control and road closing applications. Comments to the Ontario Municipal Board on municipal zoning by-laws. Administers land severance applications for Northern Ontario. Processes appeals to the Niagara Escarpment Development Control Regulations. Coordinates the delegation of Minister's powers to local jurisdictions. Provides technical information, administrative support and statistical monitoring for the Plans Administration Div.

NIAGARA PARKS COMMISSION
416-356-2241
NAT RES, NIAGARA PARKS COMMISSION in Niagara Falls, Ontario operates a 35 mile system of parks along the Niagara River

including recreation areas, scenic attractions, historic sites. The Niagara Parks Commission also runs a School of Horticulture.

NOISE

416-965-2531

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal and of the Ministry of the Environment in the areas of water and sewage, waste disposal, air and noise pollution, in accordance with the Ontario Water Resources Act, 1970, and the Environmental Protection Act, 1971.

416-965-3071

ENV, POLLUTION CONTROL BR NOISE Pollution Control Section deals with the control of noise emissions and comments on the relationship between new and existing land use and noise sources. Develops acoustics criteria and standards. Develops, updates and promotes the Model Municipal Noise Control Bylaw for adoption by municipalities and assists in training of noise control officers. Although most municipalities have not yet completely adopted the Model Noise Bylaw, the City of Toronto has. Complaints within the city can be directed to Noise Control Branch, Dep't. of Public Works, Tel. 465-5477. Other areas contact local Bylaw Officers or the Ministry's head office or regional offices.

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Acoustics Research Program studies noise from highways and other transportation to: reduce excessive noise, understand its effects and develop standards for control. Develops noise barriers; studies noise of pavement surfaces and traffic noise, and assesses impact of trains.

416-248-3938

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics; i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and effect of energy future. Economic Unit creates economic models and performs

economic analysis for use in problem solving; i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highway lighting design, implication of energy future, etc.

NON-PROFIT CORPORATIONS

Non-Profit Corporations, see also Charitable Organizations

416-965-5510

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-965-1662

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by companies, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

NON-PROFIT HOUSING CORPORATIONS

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (A). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). The Senior Citizen & Family Accommodation Program provides federal-provincial operating subsidies to municipalities wishing to construct new housing for low income groups. Rural & Native Housing Program provides mortgage geared-to-income housing mostly to native peoples in rural and remote areas. Community Sponsored Housing Program encourages community groups and municipalities to form non-profit housing corporations (cooperatives) to build and operate low-cost rental housing for low and moderate income persons. Provincial funds complement federal assistance. A sliding-scale rent-reduction grant is available to organizations whose units are rented to those who qualify for rent supplement. See also Housing, Community Housing Division (B) for information on other programs.

NORAFFAIRS MINISTRY OF NORTHERN AFFAIRS **416-965-3707**

NORAFFAIRS. The Ministry of Northern Affairs was established to coordinate Government of Ontario services in Northern Ontario, to promote projects and programs in that area and to give people of the North a greater say in government. The Ministry is responsible for: community and regional development including townsite planning, infrastructure, local development; highway construction north of the French River; the Isolated Communities Assistance Fund for unorganized territories; the resource road access program. The Ministry is now responsible for the Northern Affairs Offices, formerly with Natural Resources and the Ontario Northland Transportation Commission. These offices are described separately in this index. While provincial headquarters are located in Toronto, Ministry services are delivered through the Northwestern Regional Office in Kenora, the Northeastern Regional Office in Sault Ste. Marie and district offices across Northern Ontario (see Appendix). Each Regional Office is headed by an Assistant Deputy Minister.

NORAFFAIRS NORTHERN AFFAIRS BR **416-965-7577**

NORAFFAIRS, NORTHERN AFFAIRS BR provides information service and assistance to the citizens of Northern Ontario on all government programs. Officers also help federal government agencies service the North. Uses newspapers, radio and television to disseminate information about provincial government programs. Contact local Northern Affairs Office.

NORAFFAIRS ONT NORTHLAND TRANSPORTATION COMM **705-472-4500**

NORAFFAIRS, ONT NORTHLAND TRANSPORTATION COMMISSION (ONTC) in North Bay supervises services in Northern Ontario such as air services (norOntair), highway and railway services (including the Polar Bear Express and the Northlander), water transportation (including ferry services to Manitoulin), transport, express and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

NORONTAIR

705-472-4500

NORAFFAIRS, ONT NORTHLAND TRANSPORTATION COMMISSION (ONTC) in North Bay supervises services in Northern Ontario such as air services (norOntair), highway and railway services (including the Polar Bear Express and the Northlander), water transportation (including ferry services to Manitoulin), transport, express and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

NORTH PICKERING

416-965-3031
HOUSING, NORTH PICKERING DEVELOPMENT CORPORATION is the Crown agency responsible for community planning and development of the new community at North Pickering. Contact: Communications Section 965-9168.

416-294-9176
HOUSING, NORTH PICKERING LAND ACQUISITION and Management Br is responsible for acquiring and managing the Government-owned lands within the North Pickering planning area on an interim basis pending future development and serves former property owners in North Pickering as well as tenants leasing Government-owned property.

NORTHERN AFFAIRS

Northern Affairs, Ministry of, see NORAFFAIRS Branch Name

NORTHERN ONTARIO

416-965-1069
CORR SERV, DELINQUENCY PREVENTION & NATIVE PROGRAMS funds and evaluates delinquency prevention projects in 12 Ontario locations. The project funding is for three years. The Coordinator of Native Programs is a new position designed to bring special attention to native juveniles sent to the Ministry from the Courts. Special attention is being paid to Northern Ontario where native peoples are in the largest numbers.

416-965-1170
HEALTH, COMMUNITY HEALTH PROTECTION BR, NOPHS (Northern Ontario Public Health Services) provides direct public health services to the unorganized territories in Northern Ontario which are not served by local health units. Also provides public health inspection service to industrial camps in these areas. Contact regional office. See also other sections in Health Community Health Protection Br described separately.

416-965-9560
HOUSING, OPERATIONS & DEVELOPMENT CONTROL BR administers Minister's zoning order, validation, part-lot control and road closing applications. Comments to the Ontario Municipal Board on municipal zoning by-laws. Administers land severance applications for Northern Ontario. Processes appeals to the Niagara Escarpment Development Control Regulations. Coordinates the delegation of Minister's powers to local jurisdictions. Provides technical information, administrative support and statistical monitoring for the Plans Administration Div.

416-965-6225

NAT RES, SURVEYS & MAPPING BRANCH A. The Branch provides topographical and cadastral descriptions of the land base. Cartography Section (965-4743) produces planimetric, geological and other thematic maps for ministry field surveys. Inventory Section (965-6914) maintains the Forest Resources Inventory (FRI) and data on forest stands in Northern Ontario. Drafting Services Section (965-7108) provides drafting, mapping and graphics support services to the ministry. Control Surveys Section (965-4538) will install and manage a provincial system to coordinate, and set standards for, control surveys. Cadastral Surveys Section (965-2714) has data from ministry surveys and from private surveyors on resurveys of township boundaries and Crown land surveys prior to their disposition under statute. See also Nat Res Surveys & Mapping Branch (B) for other activities.

416-965-3707

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the Polar Bear Express and the Northlander), water transportation (including ferry services to Manitoulin), transport, express and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

NORTHERN ONTARIO DEVELOPMENT CORPORATION

416-965-4622

IND & TOUR, THE DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by: financial assistance through incentive and term loans and bank guarantees; providing sites, facilities and services in two industrial parks: providing technical, business and financial information and advice. Tourist operations, secondary manufacturing industries, and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and techniques, financing exports, and installing pollution control equipment. Contact corporation regional office.

NOTARIES PUBLIC

416-965-2881

ATT GEN, DIRECTORS of COURTS ADMIN and Inspector of Legal Offices manages the civil and criminal courts in Ontario. County and Small Claims Court Offices Branch (965-7945) handles matters involving Sheriffs, local Supreme Court of Ontario Registrars, County Court Clerks, Surrogate Court Registrars, Small Claims Court Clerks and Bailiffs. Provincial Court Offices Br (965-0916) handles matters involving Provincial Court Criminal and Family Division offices, and Observation and Detention Homes. Court Reporting Branch (965-2848) is involved in court reporting procedures. Appointments for Justices of the Peace, Notaries Public, commissioners for taking affidavits are also handled by this division (965-2816). For matters concerning court accommodation, contact 965-8453.

NURSERIES

Nurseries, see also Day Care.

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for

proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls fruit and vegetable dealers. Issues licences to nurseries, and controls disease found in them. Licenses controlled atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) producing, packaging, wholesaling and retailing. Contact county or district office.

416-562-4141

AG & FOOD, HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO conducts horticulture research to increase production and develop new varieties of fruits, vegetables and wine. It also aids growers of ornamental plants, food processors and the wine industry. The Institute provides propagating material (cuttings, etc.) to growers and nurseries.

416-965-2785

NAT RES, DIVISION OF FORESTS is responsible for the production and harvesting of timber and the provision of woodland for recreational purposes. Forest Management Br. grows seedlings for provincial nurseries and the public for reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests. Forest Research Br in Maple (416 832-2261) provides scientific and technical knowledge through research in forest management. Timber Sales Br. (965-2731) is responsible for management and licensing of timber sales. Contact regional or district offices.

NURSING

416-965-6161

COLL UNIV, COLLEGE AFFAIRS BR is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Manpower for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools, and for Regional Nursing Assistant (RNA) schools.

For information about private vocational schools, contact 965-9127. For information about RNA schools and the RNA program, contact 965-4051.

416-965-6491
CORR SERV, NURSING BR provides nursing service to both juvenile and adult correctional institutions. Twenty-four hour nursing service is administered in the two largest institutions. The nurses contribute to the institutional health education program by health counselling and health needs assessment.

416-965-8045
HEALTH, CONSULTING SERVICES BR. Staffed by professionals representative of actual providers of personal health care, the branch provides the ministry with expertise and guidance in this field and similarly advises and guides all components of the health care system. On staff are medical, psychology, nursing, allied health disciplines, occupational therapy, physiotherapy, speech pathology & audiology, rehabilitation and social work consultants. They participate in Committees, Working Groups or Task Forces which prepare recommendations for ministry health care policies. The branch is also responsible for the management of these programs: Adult Community Mental Health, Alcohol & Drug Abuse, Home Care (allows an insured Ontario resident to have treatment at home upon recommendation of a doctor), Extended Health Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) that attracts physicians to practise in rural and isolated communities.

416-965-7285
HEALTH, HEALTH BOARDS SECRETARIAT has three main functions: Advises the Minister of Health on policy formulation, and provides administrative support and coordination for the Minister's functions under the Health Disciplines Act; provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear appeals from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and nursing.

416-965-4441
HEALTH, HEALTH PROMOTION BR PUBLIC HEALTH NURSING Consultants provide consultation to health agencies in all areas of public health nursing services. Provides information on

public health nursing job opportunities and licensing to practise public health nursing. See also other sections in Health Health Promotion Br described separately.

NURSING HOMES

416-965-5081

HEALTH, INSPECTION BR NURSING HOME INSPECTION Services licenses, inspects and investigates complaints about nursing homes. Inspection involves quality and quantity of nursing and personal care provided; adequacy of fire and general safety equipment; sanitation. Approves construction plans for new homes. Most residents of nursing homes are eligible for Extended Health Care (EHC) benefits under the Ontario Health Insurance Plan (OHIP). Under the EHC program, chronic care patients in hospitals and psychiatric hospitals are discharged to Homes for Special Care and nursing homes which can better meet their treatment needs while making more hospital beds available. OHIP partially covers cost of treatment. Application for EHC is made through a family doctor. For further information on EHC contact Health Communications Br, 965-5167. For nursing home licensing, inspection and complaints, contact head office or regional offices (in Toronto, 965-4690). For approval for development of new nursing home beds, contact Institutional Division, 965-8079.

NUTRITION

416-965-5884

HEALTH, HEALTH PROMOTION BR NUTRITION Consultants provide consultation to health agencies on nutrition, food budgeting, meal planning, obesity control, dental and prenatal care and care for senior citizens. See also other sections in Health Health Promotion Br described separately.

OBESITY CONTROL

416-965-5884

HEALTH, HEALTH PROMOTION BR NUTRITION Consultants provide consultation to health agencies on nutrition, food budgeting, meal planning, obesity control, dental and prenatal care and care for senior citizens. See also other sections in Health Health Promotion Br described separately.

OBSERVATION AND DETENTION HOMES

416-965-2881

ATT GEN, DIRECTORS of COURTS ADMIN and Inspector of Legal Offices manages the civil and criminal courts in Ontario. County and Small Claims Court Offices Branch (965-7945) handles matters involving Sheriffs, local Supreme Court of Ontario Registrars, County Court Clerks, Surrogate Court Registrars, Small Claims Court Clerks and Bailiffs.

Provincial Court Offices Br (965-0916) handles matters involving Provincial Court Criminal and Family Division offices, and Observation and Detention Homes. Court Reporting Branch (965-2848) is involved in court reporting procedures. Appointments for Justices of the Peace, Notaries Public, commissioners for taking affidavits are also handled by this division (965-2816). For matters concerning court accommodation, contact 965-8453.

OCCUPATIONAL THERAPY

416-965-8045

HEALTH, CONSULTING SERVICES BR. Staffed by professionals representative of actual providers of personal health care, the branch provides the ministry with expertise and guidance in this field and similarly advises and guides all components of the health care system. On staff are medical, psychology, nursing, allied health disciplines, occupational therapy, physiotherapy, speech pathology & audiology, rehabilitation and social work consultants. They participate in Committees, Working Groups or Task Forces which prepare recommendations for ministry health care policies. The branch is also responsible for the management of these programs: Adult Community Mental Health, Alcohol & Drug Abuse, Home Care (allows an insured Ontario resident to have treatment at home upon recommendation of a doctor), Extended Health Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) that attracts physicians to practise in rural and isolated communities.

OFFENDER

Offender, see Inmates, Ex-Offenders

OFFICE OF PROVINCIAL AUDITOR **416-965-1381**

OFFICE OF PROVINCIAL AUDITOR carries out the statutory requirements imposed under the Audit Act & other statutes of the province. The Provincial Auditor manages the audit of the Consolidated Revenue Fund as well as the audit of ministerial and quasi-judicial agencies.

OFFICE OF THE OMBUDSMAN **416-362-7331**

OFFICE OF THE OMBUDSMAN. (On Aug. 22, 1977 Tel. 362-7331 is changed to 869-4000). The Ombudsman is an officer of the Legislature of Ontario. His function, with specific exceptions, is to investigate any decision, recommendation, act or omission made in the administration of any ministry or agency of the Ontario Government. Complaints should be made in writing, however, complainants can visit or call: Ombudsman's Office, 65 Queen St., W., Toronto M5H 2M5, Tel. 362-7331 (24-hour phone service). Staff is multilingual. The Ombudsman reports annually to the Speaker of the

Legislature. An office is located at Room 157, Legislative Bldg., Queen's Park, Toronto, telephone 965-7930, but the public is encouraged to contact the Queen St. office. The Ombudsman is listed in all Ontario telephone directories under Ombudsman Ontario.

OFFICIAL GUARDIAN

416-965-1865

ATT GEN, OFFICIAL GUARDIAN represents the civil rights of persons under a legal disability usually under 18 years of age, or mentally incompetent, as well as unborn and absentee persons. The Official Guardian also makes recommendations to the Court regarding the care, custody and maintenance of children in divorce cases. The Official Guardian's jurisdiction is province-wide.

OFFICIAL PLANS

416-965-9433

AG & FOOD, FOODLAND DEVELOPMENT BR reviews official plans, environmental assessments and project proposals for their land use planning implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land held by the government for future development. Administers the Tile Drainage Act and the Drainage Act which provide financial assistance to improve productivity of agricultural land. Administers the Agricultural Tile Drainage Installation Act, 1972 which provides for the issuance of licences for, and inspection of, tile drainage contractors, their machines and machine operators.

416-965-1912

ATT GEN, ONTARIO MUNICIPAL BOARD performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of zoning bylaws, official plans and any appeal as provided under the Planning Act, and appeals under the Assessment Act. The Ontario Municipal Board supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

416-965-3352

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which will provide financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or

updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants.

416-965-1497
HOUSING, OFFICIAL PLANS BR processes and recommends for approval by the Minister of Housing all official plans and offical plan amendments submitted by municipalities. Answers inquiries from municipalities and the public on land use planning matters.

OIL

Oil, see also Edible Oils

416-965-7627
CCR, ENERGY SAFETY BR strives to prevent loss of life, bodily injury and property damage by controlling hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-6276
ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in energy related projects in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the Syncrude Project to extract crude oil from the Athabasca oil sands in Alberta, and the Polar Gas Project to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

416-965-1016
NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains mineral economic statistics and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-1172), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing gas or oil or for geochemical and geophysical exploration. Issues permits to drill and operate machinery.

OLD FORT HENRY

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION in Morrisburg maintains and operates parks, campgrounds and historic sites in the St. Lawrence Seaway valley. The St Lawrence Parks Commission has other facilities such as wildfowl sanctuary, maple syrup bush, riding trails, nature trails, marina, Upper Canada Golf Course, railroad museum, Loyalist Memorials, Upper Canada Village and Old Fort Henry. Student tours to last two attractions can be pre-arranged. The Commission has facilities for winter recreation, such as cross country skiing, snowmobiling, Horse-drawn sleigh rides, skating, tobogganing, snow-shoeing.

OLD FORT WILLIAM

807-485-1555

CULT & REC, OLD FORT WILLIAM is a reconstruction of the original Fort William as it was in the period 1816-1821. The original Fort was the inland headquarters of the North West Company and the focal point of the Company's operations and vast explorations. Each summer it was the temporary home of 2,000 or more voyageurs and partners who assembled there for the Great Rendezvous. Today, the visitor is invited to 'relive the Rendezvous,' to experience life as it was in this brawny era. Old Fort William is a living historical community and, as such, it offers the visitor a wide range of experiences. Open to the public May-October. Contact Old Fort William, 1825 E. Arthur st., Thunder Bay, Ontario P7E 5N7, telephone 807 475-1555.

OLEOMARGARINE

416-965-2411

AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. The Milk Quality Program provides for inspection of all dairy farms and monthly testing of raw milk. The Milk Products Program arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing milk products, oleomargarine and edible oils. The Central Milk Testing Laboratory in Guelph analyzes all samples for butterfat, protein and lactose using the Infra Red Milk Analyzer (IRMA) and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

OMBUDSMAN

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ON-THE-JOB-TRAINING

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial (Manpower) training programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact regional Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Manpower Centre. OCAP Administration Office in Queen's Park is at 965-0668.

ONT ADVISORY COUNCIL ON PHYSICALLY HANDICAPPED 416-965-9537

ONT ADVISORY COUNCIL ON PHYSICALLY HANDICAPPED consists of nineteen members appointed by Order in Council. Council advises the government on matters pertaining to the well-being of physically handicapped persons. Promotes the development and creation of opportunities for self-help for the physically handicapped. Reviews current policies relevant to handicapped persons involving education, employment, rehabilitation, income maintenance, health measures, programs on housing, transportation, recreation, guardianship and other related services. Council meets monthly.

ONTARIO ADVISORY COUNCIL ON MULTICULTURALISM 416-965-2324

ONTARIO ADVISORY COUNCIL ON MULTICULTURALISM consists of twenty-five appointed members (by Order in Council) who are regionally and ethnically representative of major areas in Ontario and have had previous experience related to multiculturalism. Council's role is to advise government on

how the principles of multiculturalism may be better understood and put to practical use. The Council meets monthly and reports to the Secretary for Social Development.

ONTARIO ADVISORY COUNCIL ON SENIOR CITIZENS **416-965-2324**

ONTARIO ADVISORY COUNCIL ON SENIOR CITIZENS consists of eighteen appointed members (by Order in Council) who are regionally representative of major areas in Ontario. Members have both professional and voluntary backgrounds in the field of aging. Council's role is to advise government on ways to improve the quality of life of senior citizens. General meetings of all council members are held monthly. The Council reports to the Secretary for Social Development. The Council produces a quarterly newsletter: 'Especially for Seniors', which is sent to Ontario senior citizens who receive government pension.

ONTARIO AGRICULTURAL MUSEUM

416-878-8151

AG & FOOD, ONTARIO AGRICULTURAL MUSEUM in Milton, Ontario, is being developed under the Ontario Agricultural Museum Act to house and display historic tools, implements and artifacts associated with Ontario agriculture.

ONTARIO ARTS COUNCIL

Ontario Arts Council, see also Cult & Rec Festival Ontario

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, makes grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, film makers and photographers may also apply. Other programs include Creative Artists In Schools (CAIS), designed specifically for creative artists, and ONTOUR, giving assistance to concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

ONTARIO BOARD OF PAROLE

416-965-4366

CORR SERV, ONTARIO BOARD OF PAROLE considers for parole

inmates serving sentences which include indefinite terms. The Ontario Board of Parole only reviews terms of persons in provincial correctional institutions, not of those in federal institutions.

416-965-4511

CORR SERV, PROBATION AND PAROLE ADULT BR works closely with all Courts of criminal jurisdiction in the Province of Ontario and the Ontario Board of Parole: providing pre-sentence reports to the courts and pre-release reports to the Ontario Board of Parole; assisting probationers; providing supervision and assistance to offenders on parole and to others who need it after release from correctional institutions. Assistance includes counselling and guidance in finding employment, housing, food, clothing, etc. Contact local probation field office.

ONTARIO CAMP LEADERSHIP CENTRE

Ontario Camp Leadership Centre, see Cult & Rec Special Services Br

ONTARIO CANCER TREATMENT AND RESEARCH

416-423-4240

HEALTH, ONTARIO CANCER TREATMENT AND RESEARCH FOUNDATION conducts regional treatment centres where treatment of cancer by radiotherapy and chemotherapy is given to patients referred by their doctors. It is affiliated with and supports the Ontario Cancer Institute (incorporating the Princess Margaret Hospital in Toronto). Rehabilitation services are also provided for patients needing speech therapy or prosthetic devices. Grants are awarded for cancer research, and medical graduates are encouraged to work on cancer treatment. Contact regional offices of the Ontario Cancer Treatment and Research Foundation.

ONTARIO CAREER ACTION PROGRAM

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial (Manpower) training programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact regional Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Manpower Centre. OCAP Administration Office in Queen's Park is at 965-0668.

ONTARIO COUNCIL OF HEALTH

416-965-5031

HEALTH, ONTARIO COUNCIL OF HEALTH advises the Minister of Health on all health care matters and makes recommendations about other studies not done by the Ontario Council of Health.

ONTARIO DEVELOPMENT CORPORATION

416-965-4622

IND & TOUR, THE DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by: financial assistance through incentive and term loans and bank guarantees; providing sites, facilities and services in two industrial parks: providing technical, business and financial information and advice. Tourist operations, secondary manufacturing industries, and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and techniques, financing exports, and installing pollution control equipment. Contact corporation regional office.

ONTARIO DRUG BENEFIT PROGRAM

Ontario Drug Benefit Program, see Drug Benefit

ONTARIO ECONOMIC COUNCIL

416-965-4315

TE & IA, ONTARIO ECONOMIC COUNCIL is an advisory group reporting to the Government on a wide range of economic and other matters, such as urban affairs, social security, health and education policy. The Ontario Economic Council (OEC) coordinates its work with the Economic Council of Canada and government ministries. The OEC publishes an annual report which details research publications and work in progress.

ONTARIO EDUCATIONAL COMMUNICATIONS AUTHORITY

416-484-2600

CULT & REC, O E C A. The Ontario Educational Communications Authority produces and distributes television programs of an educational nature through its TVOntario Broadcast Network: Channel 19, Toronto; 24, Ottawa; 28, Kitchener; 18, London; 59, Chatham; 32, Windsor; through the local cable systems in Sudbury, North Bay, Sturgeon Falls, New Liskeard, Iroquois Falls, Timmins, Cochrane and Thunder Bay; and through five-hour per day packages on nine other cable systems. The Ontario Educational Communications Authority also has a video tape distribution system that allows presentation of

educational television programs in schools and to the general public. Produces VIPS (video and audio tapes) catalogues listing all programs available through the OECA.

416-965-5982

EDUC, CURRICULUM BR produces curriculum guidelines for use in Ontario from Kindergarten to Grade 13. Produces annotated lists of Canadian curriculum materials for use with above guidelines. Administers the Book Purchase Plan which provides copies of newly approved textbooks to schools. Implements metrication in primary and secondary schools. Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Initiates and coordinates curriculum input to the ministry and implements curriculum policies. Provides elementary and secondary school broadcasts and related services in cooperation with the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for native peoples.

ONTARIO ELECTION OFFICE **416-965-6831**

ONTARIO ELECTION OFFICE serves government ministries and agencies and the public by providing information relating to legislation and procedures for votes taken at a General Election or By-Election under the Ontario Election Act, and plebiscites under the Liquor Licence Act. To find out name, telephone number and contact address of the Members of Provincial Parliament (MPP) in one's electoral district, phone the Election Office. Historical information on previous elections, Legislatures and Cabinets also available. The Ontario Election Office is part of the Legislative Assembly Office.

ONTARIO ENERGY BOARD **416-965-2851**

ONTARIO ENERGY BOARD regulates certain phases of the natural gas industry in Ontario, including rates and charges, designation and authorization of storage areas, construction of transmission lines, expropriation for pipelines, gas franchises and certificates. Acts upon references by the Ministry of Energy about wholesale Ontario Hydro rates, and by the Lieutenant Governor in Council on any questions about energy. The Board answers to the Legislature through the Ministry of Energy.

ONTARIO ENERGY CORPORATION

416-965-6276

ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in energy related projects

in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the Syncrude Project to extract crude oil from the Athabasca oil sands in Alberta, and the Polar Gas Project to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

ONTARIO FILM INSTITUTE

416-429-4100

CULT & REC, ONTARIO SCIENCE CENTRE conducts a varied program of education in the origins and development of science and technology and in Ontario's role in this progress. Located at Don Mills and Eglinton Ave. in North York, the Ontario Science Centre is open to the public daily and offers tours to school classes. Part of the Ontario Science Centre is the Ontario Film Institute (OFI), founded in 1969 to encourage the development of the art of the film and to foster public appreciation and study of film history, origins and accomplishments. The OFI has three divisions: the Institute itself which is the reference and information centre, the Ontario Film Theatre (for showings) and the Ontario Film Archive.

ONTARIO FOOD COUNCIL

416-965-7701

AG & FOOD, ONTARIO FOOD COUNCIL promotes the development of domestic and foreign markets for Ontario's food products. The Consumer Section of the Ontario Food Council provides a consumer education and information service about the availability, quality and nutritive value of Ontario foods, and on food purchasing and use. Also provides numerous publications on Ontario food products, their availability and storage.

ONTARIO GEOGRAPHIC NAMES BOARD

416-965-4538

NAT RES, SURVEYS & MAPPING BRANCH B. The Branch provides topographical and cadastral descriptions of the land base. A Task Force on Geographic Referencing will define one comprehensive system to allow rapid, visual geographic correlation of physical properties, resources, legal status, etc. of provincial land. The Ontario Centre for Remote Sensing (965-8411) serves the provincial government by providing special-mission aerial photography, interpretation of air-borne and space-borne imagery. Provides remote sensing information to the public. The Ontario Geographic Names Board (965-6515) maintains geographical nomenclature of provincial and federal maps, charts, etc. Controls and regulates official names and naming of geographical features, unincorporated populated places, localities and other

topographic entities in Ontario. Consults with federal and municipal governments on related activities. Arbitrates geographic names issues and directs toponymic research. See also Nat Res Surveys & Mapping Branch (A) for other activities.

ONTARIO GOVERNMENT BOOKSTORE

416-965-2069

GOVT SERV, PRINTING SERVICES BR has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms, and supplies printing and typographic services to Ontario Government ministries and agencies through the graphic arts industry in Ontario. Also provides subscriptions to Hansard, Bills, Votes and Proceedings and Order Papers (965-2238). Duplicating Service (965-2211) provides an in-plant reproduction facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through both the Publications Centre (965-6015) and the Ontario Government Bookstore (965-2054) is responsible for the library depository system, cataloguing, inventory control and distribution of Ontario government publications.

ONTARIO GOVERNMENT PUBLICATIONS **416-965-6015**

ONTARIO GOVERNMENT PUBLICATIONS are warehoused, catalogued and distributed by mail through the Publications Centre, Ministry of Government Services, 3B7 Macdonald Block, Queen's Park, Toronto, M7A 1N8 (965-6015), or through the Ontario Government Bookstore at 880 Bay St., Toronto (965-2054). Cheques or money orders should be made payable to the Treasurer of Ontario. For publications issued directly by a ministry, contact that ministry's regional office or its Information Services Branch in Queen's Park. The Publications Warehouse is located at 1220 Markham Road, Scarborough (Phone: 438-4520).

ONTARIO HEALTH INSURANCE PLAN

416-965-8034

HEALTH, AMBULANCE SERVICES BR is responsible for licensing and inspection of ambulance services in Ontario. Dispenses funds to, and generally supervises, these services. Operates a training program for operators and is responsible for central examination of graduates of the Ambulance & Emergency Care program in community colleges. Provides Ontario Health Insurance Plan approval and guidance regarding air transfers and coordinates air ambulance transfers. Operates the Ontario Ambulance Services Information System (OASIS). The branch does not accept requests for emergency ambulance

service other than air transfers. Six Regional Coordinators perform decentralized planning & coordinating functions. If ambulance service is required, consult inside cover of local telephone book or dial '0' for operator.

416-482-1111

HEALTH, ENROLMENT BRANCH enrolls all persons eligible for the Ontario Health Insurance Plan (OHIP); maintains records and answers all questions regarding enrolment and insured status. Immigrants receive health insurance coverage from date of application provided they apply within 90 days of landing in Ontario. Reviews eligibility for insured services. Administers program relating to : OHIP Premium assistance based on taxable income and OHIP premium assistance based on age. Senior citizens 65 years of age or over who have resided in Ontario for the 12 months preceding application are eligible. Also provides service to employers in administration of their insured groups. Contact district offices.

416-965-5081

HEALTH, INSPECTION BR NURSING HOME INSPECTION Services licenses, inspects and investigates complaints about nursing homes. Inspection involves quality and quantity of nursing and personal care provided; adequacy of fire and general safety equipment; sanitation. Approves construction plans for new homes. Most residents of nursing homes are eligible for Extended Health Care (EHC) benefits under the Ontario Health Insurance Plan (OHIP). Under the EHC program, chronic care patients in hospitals and psychiatric hospitals are discharged to Homes for Special Care and nursing homes which can better meet their treatment needs while making more hospital beds available. OHIP partially covers cost of treatment. Application for EHC is made through a family doctor. For further information on EHC contact Health Communications Br, 965-5167. For nursing home licensing, inspection and complaints, contact head office or regional offices (in Toronto, 965-4690). For approval for development of new nursing home beds, contact Institutional Division, 965-8079.

416-965-5700

HEALTH, INSURANCE CLAIMS BR processes claims under the Ontario Health Insurance Plan (OHIP). Answers general questions about enrolment in OHIP, premium payments, claims payments and Extended Health Care benefits. Contact district offices.

416-965-2181

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in

setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, chiropodists, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to the OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

ONTARIO HERITAGE FOUNDATION

416-965-5727

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing licences for archaeology and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Acts as official recipient of gifts of archaeological interest to the province. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical importance or architectural value. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

ONTARIO HOME RENEWAL PROGRAM

Ontario Home Renewal Program, see Housing, Community Renewal Br (A).

ONTARIO HOUSING

Ontario Housing, see Rent Geared to Income

ONTARIO HOUSING ACTION PROGRAM

416-965-3173

HOUSING, ONTARIO HOUSING ACTION PROGRAM works with provincial ministries and agencies, regional and area municipalities and private industry to expedite production and stabilize costs of new housing, especially for lower and moderate income families. The Ontario Housing Action Program (OHAP) also provides financial assistance to municipalities: interest-free loans for major servicing, planning study grants and unconditional housing incentive grants.

ONTARIO HUMAN RIGHTS COMMISSION **416-965-6841**

ONTARIO HUMAN RIGHTS COMMISSION administers the Ontario Human Rights Code to achieve equal treatment for all people in the areas of employment, housing, public accommodation such as hotels and restaurants, and related advertising, regardless of race, creed, colour, age, sex, marital status, nationality, ancestry or place of origin. Complaints of discrimination are investigated and conciliated. Educational efforts are made to eliminate prejudice. Publications on human rights are available. Community problem-solving in tense situations is undertaken. The Commission reports to the Legislature through the Minister of Labour. Contact regional offices.

ONTARIO HYDRO **416-592-5111**

ONTARIO HYDRO supplies electricity to the people of Ontario indirectly through 353 associated municipal utilities, and directly to more than 750,000 rural customers. The Ontario Hydro Electrical Inspection Program (Tel. 592-3721) provides technical guidance to consultants, contractors, architects, manufacturers and customers on problems concerning installation of electrical equipment and adherence to the Electrical Safety Code Book. Its Rural Electrical Service and Billing Inquiry Program (Tel. 592-3731) answers inquiries on service policy and practices from rural clientele. Ontario Hydro reports to the Legislature through the Ministry of Energy.

ONTARIO HYDRO PUBLIC REFERENCE CENTRE **416-592-3331**

ONTARIO HYDRO PUBLIC REFERENCE CENTRE is the information service for Ontario Hydro. For a description of activities, see first entry under information service.

ONTARIO LABOUR RELATIONS BOARD

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and

duties in situations that may come before it.

ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION

416-965-5669

LABOUR, ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION approves persons as chairmen of Arbitration Boards and as single arbitrators, dealing with rights disputes between employers and employees with collective agreements only, and with interest disputes in hospitals under the Hospital Labour Disputes Arbitration Act. Performs administrative functions for arbitration boards, e.g.: sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. The Ontario Labour-Management Arbitration Commission publishes a monthly bulletin summarizing all awards received by the Commission.

ONTARIO LAND CORPORATION

416-965-6616

TE & IA, ONTARIO LAND CORPORATION (OLC) provides financing for land assemblies for new towns and industrial parks. Provides financing through Ontario Development Corporation for municipal industrial parks. Holds title to and manages land assemblies until assignment to permanent use.

ONTARIO LAW REFORM COMMISSION

416-965-4761

ATT GEN, ONTARIO LAW REFORM COMMISSION inquires into any matters relating to law reform, the administration of justice, judicial and quasi-judicial procedures. The Ontario Law Reform Commission conducts legal research to carry out these functions. The Professional Organizations Project (965-2740) was formed in July, 1976 to study the administration of these statutes: Architects Act, Law Society Act, Notaries Act, Professional Engineers Act, Public Accountancy Act.

ONTARIO LEGAL AID PLAN **416-598-0200**

ONTARIO LEGAL AID PLAN is operated by the Law Society of Upper Canada, under authority of the Attorney General of Ontario. The Ontario Legal Aid Act ensures that no one shall be denied the services or advice of a lawyer because of lack of money. Every resident of Ontario, and in certain circumstances non-residents, may apply for legal assistance with the local area office. Qualification is based on need, with the local Community & Social Services District Office conducting an investigation of income, expenses and capital assets of the applicant. A report is made to the Legal Aid Area Director as to whether applicant pays nothing, a portion, or all costs of the legal aid applied for. In this

last situation, a person would be ineligible. The Legal Aid Certificate issued to an approved applicant is presented to a lawyer of his/her choice who participates in the plan. Consult local telephone directory for legal aid office in area. In the Judicial District of York, contact 598-0200.

ONTARIO LOTTERY CORPORATION

416-961-6262

CULT & REC, ONTARIO LOTTERY CORPORATION manages Wintario & the Provincial lotteries. Proceeds from Wintario are used through the Min. of Culture & Recreation to support one-time physical fitness, sports, recreation & cultural projects. Proceeds from Provincial sales in Ontario will be used initially for health research & related environmental projects through the Health, Labour & Environment ministries. For winning numbers check newspaper on day following draw or read sign posted at retailer's. For Wintario grants information call 965-2390 or contact ministry field offices. For health research grants specify field & write: Strategic Planning & Research Br, Min. of Health, 15 Overlea Blvd., Toronto or Pollution Control Br., Min. of the Environment, 135 St. Clair W., Toronto or Occupational Health & Safety Div., Min. of Labour, 400 University Ave., Toronto.

ONTARIO MEDAL **416-965-9121**

ONTARIO MEDAL. Three awards were established by the government to recognize outstanding Ontarians. The Ontario Medal for Good Citizenship was created to recognize and pay tribute to citizens who, through their selflessness, humanity and kindness make Ontario a better place to live. The Ontario Medal for Police Bravery recognizes acts of superlative courage and bravery performed in the line of duty by members of Ontario's police forces. The Ontario Medal for Firefighters Bravery likewise recognizes similar acts performed in the line of duty by members of Ontario's firefighting forces. Advisory councils on each of the awards select possible recipients of the medals. For nominations write to: The Secretary, Advisory Council, (specify award), Legislative Bldg., Queen's Park, Toronto M7A 1A1.

ONTARIO MILK MARKETING BOARD

Ontario Milk Marketing Board, see Ag & Food Milk Commission of Ontario, also Ag & Food Milk Industry Br

ONTARIO MORTGAGE CORPORATION

416-965-9135

HOUSING, ONTARIO MORTGAGE CORPORATION finances various ministry housing programs.

ONTARIO MUNICIPAL BOARD

416-965-1912

ATT GEN, ONTARIO MUNICIPAL BOARD performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of zoning bylaws, official plans and any appeal as provided under the Planning Act, and appeals under the Assessment Act. The Ontario Municipal Board supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

416-965-1296

ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. water supply, sewage and pollution control facilities for municipalities. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work and financial analysis, including details on grants available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public water and sewage service areas. Administers program of grants to regional or restructured municipalities for certain sewage works and water works.

416-965-6934

TE & IA, LOCAL GOVERNMENT ORGANIZATION BR advises the Government on provincial policy for local government functions and organization, including local government reform based on local needs. Participates in the County Restructuring Studies Program (CRSP). Reviews division of local and provincial functions. Reviews role and organization of municipal councils, and suitability of Special Purpose Bodies. Reviews all legislation and Ontario Municipal Board decisions affecting municipalities.

ONTARIO NORTHLAND TRANSPORTATION

705-472-4500

NORAFFAIRS, ONT NORTHLAND TRANSPORTATION COMMISSION (ONTC) in North Bay supervises services in Northern Ontario such as air services (norOntair), highway and railway services (including the Polar Bear Express and the Northlander), water transportation (including ferry services to Manitoulin), transport, express and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

ONTARIO PLACE

416-965-7711

IND & TOUR, ONTARIO PLACE CORPORATION operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto, including exhibition pavilions, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, including film showings for conventions and other groups of residents or tourists. Open daily May 21 to Sept. 5 (weekends only Sept. 10 to Oct. 10). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

ONTARIO POLICE COLLEGE

416-965-6071

SOL GEN, ONTARIO POLICE COMMISSION ensures adequate Ontario policing by organizing, training and encouraging use of modern technology and cooperation among police in all municipalities for efficient law enforcement. Advises on organization of police in regional governments. Coordinates police communications and info systems (CPIC - Canadian Police Information Centre). Analyzes and disseminates criminal intelligence information (CISO - Criminal Intelligence Service, Ont.). Ontario Police Commission trains all levels of police personnel at Ontario Police College, Aylmer, Ontario.

ONTARIO POLICE COMMISSION

416-965-6071

SOL GEN, ONTARIO POLICE COMMISSION ensures adequate Ontario policing by organizing, training and encouraging use of modern technology and cooperation among police in all municipalities for efficient law enforcement. Advises on organization of police in regional governments. Coordinates police communications and info systems (CPIC - Canadian Police Information Centre). Analyzes and disseminates criminal intelligence information (CISO - Criminal Intelligence Service, Ont.). Ontario Police Commission trains all levels of police personnel at Ontario Police College, Aylmer, Ontario.

ONTARIO PUBLIC SERVICE

Ontario Public Service, see Civ Serv Branch Name, Govt Serv Employee Advisory Services, Govt Serv Employee Benefits Br, Govt Serv Employee Health Services Br, Govt Serv

Superannuation Board, Labour Women's Programs Div.

ONTARIO QUEBEC PERMANENT COMMISSION

416-965-2927

TE & IA, ONTARIO QUEBEC PERMANENT COMMISSION (OQPC) promotes and stimulates exchanges between governments, individuals, groups, schools and organizations in Ontario and Quebec to foster understanding and cooperation between residents of the two provinces. The Commission does not fund or operate programs directly, but encourages Ontario and Quebec ministries responsible for such areas as education and cultural affairs to provide joint support. Also coordinates exchanges between Ontario and Quebec civil servants to permit sharing of views and experiences on common problems of public administration.

ONTARIO RACING COMMISSION

416-965-0520

CCR, ONTARIO RACING COMMISSION (ORC) promotes the proper management of horse racing and the orderly behaviour and integrity of participants. Issues licences to participants and encourages the improvement of the quality of horses that race. Contact judges and stewards at race tracks or the head office of the Ontario Racing Commission.

ONTARIO RESEARCH FOUNDATION

416-822-4111

IND & TOUR, ONTARIO RESEARCH FOUNDATION in Sheridan Park, Mississauga, Ontario L5K 1B3 provides Canadian industry, consultants and government with a broad range of research and development and technological services through non-profit, contract research. All work undertaken for clients is confidential. Multi-disciplinary, independent laboratory facilities of Ontario Research Foundation are used by over 1000 companies each year for projects ranging from short-term feasibility studies through product and process development to long-range scientific and engineering investigation.

ONTARIO SCIENCE CENTRE

Ontario Science Centre, see also Cult & Rec Festival Ontario.

416-429-4100

CULT & REC, ONTARIO SCIENCE CENTRE conducts a varied program of education in the origins and development of science and technology and in Ontario's role in this progress. Located at Don Mills and Eglinton Ave. in North York, the Ontario Science Centre is open to the public daily and offers tours to school classes. Part of the Ontario Science Centre is the Ontario Film Institute (OFI), founded in 1969 to encourage the development of the art of the film and to foster public

appreciation and study of film history, origins and accomplishments. The OFI has three divisions: the Institute itself which is the reference and information centre, the Ontario Film Theatre (for showings) and the Ontario Film Archive.

ONTARIO SPECIAL BURSARY

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance to Ontario students studying at colleges and universities. Administers three programs based on financial need: the Ontario Student Assistance Program - Canada Student Loan (OSAP - CSL); Ontario Student Loan (OSL); and Ontario Special Bursary (OSB). The assistance may come as loans or grants. The branch also awards fellowships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships, and has programs for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, Summer Language Bursary and Interprovincial Second Language Monitor Program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

ONTARIO SPORTS TRAINING CENTRE

416-844-8171

CULT & REC, ONTARIO SPORTS TRAINING CENTRE (OSTC) in Oakville is now being developed, with construction to start in 1977, tentative completion in 1979. To be built in stages, the Ontario Sports Training Centre is designed for training of amateur athletes and to serve as a sports competition and conference centre. Phase I facilities include a natatorium, multiple gymnasiums, an indoor fieldhouse, an outdoor stadium, fitness & weight training halls, medical & physiotherapy areas, the major locker core plus administration office. Twenty-three amateur sports are included in this phase, with the sport governing bodies recommending athletes for training. The Recreation Facilities Research Project under the OSTC is being created to gather and disseminate information about planning, design, construction and operation of sports, recreation and fitness facilities.

ONTARIO SPORTS TRAVELCADE

416-965-6546

CULT & REC, SPORTS SERVICES BR encourages participation in physical activities for enjoyment. Promotes competition in multi-sports games (e.g. regional & provincial Ontario Summer

& Winter Games). Provides administrative, consultative and limited financial assistance (grants) to provincial sport governing bodies. The Ontario Sports Administration Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is also funded by this Ministry. Sports Awards Program honours accomplishments made by Ontario athletes and citizens in amateur sport. Coaching Development Program (Tel. 965-6311) improves the calibre of leadership available to amateur sport. Ontario Sports Travelcade (Tel. 965-6311) takes sports and fitness resources around Ontario to help raise the level of expertise among athletes, coaches, etc. The branch encourages physical fitness in individuals by working with community groups, municipalities and industries in the development of fitness programs (965-6311). See also Cult & Rec Office of Athletics Commissioner.

ONTARIO STATUS OF WOMEN COUNCIL **416-965-5111**

ONTARIO STATUS OF WOMEN COUNCIL is an advisory Council consisting of sixteen members, all appointed by the Government. Advises the Ontario Government through the Provincial Secretariat for Social Development, on matters pertaining to the status of women in Ontario. Co-ordinates and monitors the implementation of recommendations contained in the report 'Equal Opportunity for Women in Ontario: A Plan For Action'. Reports annually to the Legislature. Several committees are active in such areas as: education, labour, health and child care and women with special needs.

ONTARIO STOCK YARDS BOARD

416-767-1163

AG & FOOD, ONTARIO STOCK YARDS BOARD operates under the federal Livestock & Livestock Producers' Act because of interprovincial trade. Some of the duties of the Ontario Stock Yards Board are to provide facilities for the weighing of livestock and supervising all scale operations. Sales agencies operating in the yard are licensed by the board to act as representatives in the selling of livestock.

ONTARIO STUDENT ASSISTANCE PROGRAM

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR, in addition to the information service function of explaining and publishing material on ministry programs, answers questions from students, guidance counsellors and parents about the Ontario Student Assistance Program (OSAP), admission requirements to post-secondary programs, colleges and universities, including apprenticeship programs. Maintains statistics (Tel. 965-5477) on full and part-time post-secondary instruction in colleges and universities, manpower retraining,

apprenticeship training, private vocational schools. Provides statistical data service for the Legislature to supplement policy, planning and administrative activities of the ministry, and provides the ministry with research consulting and advisory services. It is responsible for the library (965-1451) that serves the ministry, other government agencies and others through interlibrary loans.

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance to Ontario students studying at colleges and universities. Administers three programs based on financial need: the Ontario Student Assistance Program - Canada Student Loan (OSAP - CSL); Ontario Student Loan (OSL); and Ontario Special Bursary (OSB). The assistance may come as loans or grants. The branch also awards fellowships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships, and has programs for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, Summer Language Bursary and Interprovincial Second Language Monitor Program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

ONTARIO STUDENT LEADERSHIP CENTRE

416-965-5620

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and teachers (tel. 965-5635), and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989) Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Project Japan (965-5629), Teacher Exchange Programs (965-5996). Also operates the Ontario Student Leadership Centre (OSLC) which accepts secondary school students for a series of training courses in leadership through physical education and athletics, music, student government (965-5989). The Student Guidance Information Service (SGIS) (965-9676) provides computerized career and institutional information to schools. Also is responsible for preparation of guidance documents and Ontario Student Record (OSR) material.

ONTARIO STUDENT LOAN

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance to Ontario students studying at colleges

and universities. Administers three programs based on financial need: the Ontario Student Assistance Program - Canada Student Loan (OSAP - CSL); Ontario Student Loan (OSL); and Ontario Special Bursary (OSB). The assistance may come as loans or grants. The branch also awards fellowships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships, and has programs for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, Summer Language Bursary and Interprovincial Second Language Monitor Program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

ONTARIO STUDENT RECORD

Ontario Student Record, see Educ Student Activities & Special Projects Br.

ONTARIO TAX CREDIT

416-965-8470

REVENUE, ONTARIO TAX CREDIT SYSTEM Information Centre provides multilingual assistance to Ontario residents in completing their Ontario Tax Credit form and claiming their property, sales, pensioner and political contributions tax credits when filing their federal personal income tax forms. The first three credits are available regardless of income tax payable; the last only to those who donated to Ontario registered parties, candidates & constituency associations. Residents outside Metro Toronto may call the Centre free of charge by asking Operator for Zenith 8-2000. In Metro Toronto, call 965-8470. General inquiries re Federal Tax should be referred to district offices of the Federal Department of National Revenue; in Toronto call 869-1500.

ONTARIO YOUTH SECRETARIAT **416-965-3540**

ONTARIO YOUTH SECRETARIAT researches information and advises the Ontario Government and ministries on policies and programs involving youth (persons approximately 16 - 24 years). The Secretariat coordinates government programs involving youth, e.g. summer employment for students. They also offer an information service on government youth services. Inquiries about the Ontario government's Experience Program should be directed to Tel.: 965-0480.

ONTARIO 20

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel

trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic and non-urban communities through weekly newspapers, ethnic publications, radio and television.

ONTOUR

Ontour, see Ontario Arts Council

OPTOMETRISTS

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has three main functions: Advises the Minister of Health on policy formulation, and provides administrative support and coordination for the Minister's functions under the Health Disciplines Act; provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear appeals from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and nursing.

416-965-2181

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, chiropodists, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to the OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

ORDER PAPER

416-965-1406

LEGISLATIVE ASSEMBLY, CLERK'S OFFICE. The Clerk is the principal Officer of the Legislative Assembly, and is responsible for procedure and the daily publication of the

Order Paper and Votes and Proceedings, the official record of the activities of the House. The Clerk's Office will answer questions about the status of legislation before the House, and rules pertaining to Private Bills. Also provides certified copies of parliamentary bills.

ORE

416-965-1337

NAT RES, MINERAL RESEARCH BR will identify a sample of rock, minerals or ore as well as give detailed chemical and petrographic analysis of assay of mineral samples. Also examines till, sand, silt and gravel. Organizes tours for educational and other groups. Provides geological, prospecting, exploration, processing and metallurgical information. Conducts research into proper conservation and utilization of mineral resources. Branch serves mining and exploration companies, geologists, engineers, prospectors and agencies such as the Ontario Research Foundation.

ORGANIZED CRIME

416-965-8108

SOL GEN, OPP, INTELLIGENCE BR collects and disseminates police information relating to organized crime.

ORNITHOLOGY

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses for children and adults on horticulture and botany, design with plant material, to credit courses at universities. The Royal Botanical Gardens also offers the public extensive information on, and identification of, ornamental plants, native plants, poisonous plants, edible and poisonous mushrooms, and ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Sigmund Samuel Gallery of Canadiana at 14 Queen's Park Crescent West and the McLaughlin Planetarium, is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts and archaeology, sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Phone for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture

series, film library and archives, Senior Citizens Club, Explorer's Club and Saturday Morning Club for children. The Royal Ontario Museum (ROM) is located at 100 Queen's Park Cres. in Toronto.

OSTEOPATHS

416-965-2181

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, chiropodists, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to the OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

OUTREACH ONTARIO

416-965-6256

CULT & REC, OUTREACH ONTARIO is a coordinated program designed to decentralize the province's cultural resources by encouraging cultural institutions to diversify their programs and expand their extension services. Cultural agencies and facilities involved include: the Art Gallery of Ontario, the Royal Ontario Museum, the Royal Botanical Gardens, the Ontario Educational Communications Authority, the Ontario Science Centre, the McMichael Canadian Collection, and public libraries. These agencies develop and administer their own Outreach programs. See also Cult & Rec Festival Ontario, an important part of Outreach Ontario, listed separately in this index.

OVERTIME PAY

Overtime Pay, see Labour Employment Standards Br

PAPERBACKS

416-965-4241

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of businesses that are registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry, and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to

whether such businesses are registered.

416-965-4728
CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-6471
CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramidic Sales Act (pyramidic schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconsionable consumer representations & provides redress procedures for consumers.

416-965-5599
CCR, PAPERBACK AND PERIODICAL DISTRIBUTORS Section licenses dealers of paperbacks and periodicals. Continually checks on the extent of non-resident ownership and control of these operations. Contact Queen's Park or regional offices.

PARCOST

416-965-6686
HEALTH, DRUGS & THERAPEUTICS BR establishes and maintains

quality and cost control standards for drugs. This includes evaluation and assessment of all drugs on the basis of safety, quality and therapeutic efficacy. Analytical testing is carried out as part of this assurance activity. The Branch provides professional advisory services to the Ministry, government agencies and institutions, professional groups, the pharmaceutical industry and the public on pharmaceutical services, pharmacology and therapeutics. Publishes and distributes the Ontario Drug Benefit Formulary and the PARCOST Comparative Drug Index that lists drugs assessed for quality and therapeutic value. When prescribed by a doctor or a dentist, drugs listed in the Formulary are obtained free of charge by Ontario Drug Benefit recipients. Also establishes standards of quality & cost for drugs & pharmaceutical service in hospitals, nursing homes, government institutions and Homes for the Aged.

PARK

Park, see Parks

PARKLAND

Parkland, see also Parks

416-965-5727

CULT & REC, HERITAGE TRUST BR supports the acquisition by the Ontario Heritage Foundation through donation or purchase, of buildings of historic or architectural value, parkland of scenic, recreational or archaeological interest, items of archaeological importance and works of art. Following acquisition, arrangements are made for architectural conservation or restoration where necessary, as well as for custody, use or display.

416-965-5727

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing licences for archaeology and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Acts as official recipient of gifts of archaeological interest to the province. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical importance or architectural value. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

PARKS

Parks, see also Parkland

705-526-7838

CULT & REC, HURONIA HISTORICAL PARKS. The Ministry of Culture and Recreation operates and maintains historic sites at Midland (Sainte Marie Among the Hurons) and Penetang (Historic, Naval and Military establishments). Ste. Marie Among the Hurons has been reconstructed on its original site and is open to the public as an historical exhibit. The Naval and Military Establishments have been restored and partially reconstructed, and are open to the public as an historical attraction. Both parks are maintained and operated to promote an appreciation of the Indian, French and British themes in the history of the Huronia area through public visitation. Both sites have interpretive and demonstration programs and are staffed by interpretive and maintenance staff. Contact Huronia Historical Parks, Midland, Ontario (Tel. 705 526-7838).

416-965-2761

NAT RES, FINANCIAL MANAGEMENT BR, besides the financial accounting functions as outlined in the first entry under accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-4451 or regional or district offices.

416-356-2241

NAT RES, NIAGARA PARKS COMMISSION in Niagara Falls, Ontario operates a 35 mile system of parks along the Niagara River including recreation areas, scenic attractions, historic sites. The Niagara Parks Commission also runs a School of Horticulture.

416-965-2745

NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general park information, contact 965-3081 and during the summer months from 8:00 a.m. to midnight, 967-0427.

416-965-3981

NAT RES, PARK PLANNING BR develops and coordinates provincial

parks planning and other public recreational facilities. Assists other government and private agencies with related planning. Contact regional office.

519-862-1035

NAT RES, ST CLAIR PARKWAY COMMISSION in Corunna is responsible for the establishment of a parkway along the St. Clair River from Point Edward on Lake Huron, to Mitchell's Bay on Lake St. Clair. The St Clair Parkway Commission is a joint program of parks and recreation development by the Province of Ontario, County of Lambton, County of Kent, City of Chatham and the City of Sarnia.

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION in Morrisburg maintains and operates parks, campgrounds and historic sites in the St. Lawrence Seaway valley. The St Lawrence Parks Commission has other facilities such as wildfowl sanctuary, maple syrup bush, riding trails, nature trails, marina, Upper Canada Golf Course, railroad museum, Loyalist Memorials, Upper Canada Village and Old Fort Henry. Student tours to last two attractions can be pre-arranged. The Commission has facilities for winter recreation, such as cross country skiing, snowmobiling, Horse-drawn sleigh rides, skating, tobogganing, snow-shoeing.

416-965-6616

TE & IA, ONTARIO LAND CORPORATION (OLC) provides financing for land assemblies for new towns and industrial parks. Provides financing through Ontario Development Corporation for municipal industrial parks. Holds title to and manages land assemblies until assignment to permanent use.

PARKWAY BELT SYSTEM

416-965-3243

TE & IA, PARKWAY BELT GROUP manages the activities involved in the Parkway Belt System. The System is a major part of the Toronto-Centred Region Concept that is designed to provide for urban areas physically arranged in two tiers to the west and east of Toronto.

PAROLE

416-965-4366

CORR SERV, ONTARIO BOARD OF PAROLE considers for parole inmates serving sentences which include indefinite terms. The Ontario Board of Parole only reviews terms of persons in provincial correctional institutions, not of those in federal institutions.

416-965-4511
CORR SERV, PROBATION AND PAROLE ADULT BR works closely with all Courts of criminal jurisdiction in the Province of Ontario and the Ontario Board of Parole: providing pre-sentence reports to the courts and pre-release reports to the Ontario Board of Parole; assisting probationers; providing supervision and assistance to offenders on parole and to others who need it after release from correctional institutions. Assistance includes counselling and guidance in finding employment, housing, food, clothing, etc. Contact local probation field office.

PARTNERSHIPS

416-965-7581
CCR, COMPANIES SERVICES BR PARTNERSHIPS REGISTRATION Section deals with registration of partnerships and limited partnerships, proprietorships and registration of corporations style names. Also registers dissolution or withdrawal of these and conducts public searches of documents relating to business ventures.

416-965-1662
CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by companies, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

PASTEURIZATION PLANTS

Pasteurization Plants, see Health Community Health Protection Br Food.

PATENT

Patent, see Letters Patent, Land Patents

PATHOLOGISTS

416-965-1554
SOL GEN, FORENSIC PATHOLOGY BR assists in determining the cause of deaths in unusual circumstances and in unveiling concealed homicides through autopsies & biological and other techniques of forensic science. Supervises regional pathologists. Supports pathologists' and law enforcement officers' continuing education in legal medicine and sudden death investigations.

PENSIONERS

Pensioners, see Senior Citizens

PENSIONS

416-965-2961

CCR, PENSION COMMISSION OF ONTARIO administers the Pension Benefits Act, which includes the registration of all private pension plans covering employees in Ontario. Also seeks to improve the quality and the administration of pensions.

416-965-9419

CIV SERV, BENEFITS POLICY BR develops, recommends, implements and maintains policies with respect to all public sector pension plans and benefit programs within the Ontario Public Service (OPS). Coordinates activities of committees monitoring pension escalation fund and insurance programs. Assists Staff Relations Div in negotiating employee benefits in the Ontario Public Service. Produces, updates and distributes information on benefits and pensions to all civil servants. For questions regarding administration of benefit plans call respective ministry personnel branch, or Employee Benefits Branch, Ministry of Government Services, 965-6861.

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to $150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single

mothers, permanently unemployable fathers, foster children, etc.).

416-226-2700
EDUC, TEACHERS SUPERANNUATION COMMISSION provides pensions for teachers upon retirement or early retirement because of physical or mental disability. Also provides income to widowed spouse or orphans of a deceased teacher.

416-965-2097
GOVT SERV, PUBLIC SERVICE Superannuation Board recommends payments of annuities, pensions and disability benefits and approves applications in respect of past service credits and pension credit transfers. The Public Service Superannuation Board also hears appeal from contributors, pensioners or dependents against administrative decisions. Pensions for Ontario Public Service employees are handled by Employee Benefits Branch (965-2097). Private pension plans should be referred to the Pension Commission of Ontario (965-2961).

416-965-8500
WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. A claimant who does not agree with a WCB decision may appeal his or her case. In addition, the Board underwrites the educational programs of nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre (H&RC) is in Downsview (Northwest Toronto). The Board maintains two information offices in Toronto and area offices in eight other Ontario cities. The WCB reports through the Minister of Labour to the Legislature. Contact Head Office or area offices.

PERIODICALS

416-965-4241
CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of businesses that are registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry, and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such businesses are registered.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-6471

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramidic Sales Act (pyramidic schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconsionable consumer representations & provides redress procedures for consumers.

416-965-5599

CCR, PAPERBACK AND PERIODICAL DISTRIBUTORS Section licenses dealers of paperbacks and periodicals. Continually checks on the extent of non-resident ownership and control of these operations. Contact Queen's Park or regional offices.

416-965-6487

CULT & REC, CULTURAL INDUSTRIES BR is involved with the film industry, recording industry, book publishing and periodicals industries. Provides liaison with various levels of government and industries themselves. Does not give grants

or loans. Main emphasis is on policy development. Contact regional offices or main office.

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, makes grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, film makers and photographers may also apply. Other programs include Creative Artists In Schools (CAIS), designed specifically for creative artists, and ONTOUR, giving assistance to concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

PERSONNEL

Personnel Branch in each ministry works mainly in an advisory capacity with all line managers who have primary responsibility for all personnel matters within their units. Personnel Branch is responsible for the establishment of ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all ministry employees, staff recruitment, employee counselling, the investigation of employee grievances and all matters affecting working conditions and performance. Maintains the ministry's personnel, payroll and employee benefit records. Provides liaison between the ministry and Civil Service Commission, Management Board and the Ontario Public Service Employees Union (OPSEU).

416-965-7452

AG & FOOD, PERSONNEL BR performs the personnel functions for the Ministry of Agriculture and Food. For a description of branch activities, see first entry under personnel.

416-965-2552

ATT GEN, PERSONNEL MANAGEMENT BR performs the personnel functions for the Ministry of the Attorney General. For a description of branch activities, see first entry under personnel.

416-965-6481
CCR, PERSONNEL SERVICES BR performs the personnel functions for the Ministry of Consumer and Commercial Relations. For a description of branch activities, see first entry under personnel.

416-965-2065
CIV SERV, ADMIN SERVICES BR, PERSONNEL Services Unit provides the Commission and Management Board with administrative services, advice and decisions on personnel administration. Personnel Data Section (965-1401) maintains Ontario Public Service position, organization and employee data and supplies data to authorized Commission staff.

416-965-9419
CIV SERV, BENEFITS POLICY BR develops, recommends, implements and maintains policies with respect to all public sector pension plans and benefit programs within the Ontario Public Service (OPS). Coordinates activities of committees monitoring pension escalation fund and insurance programs. Assists Staff Relations Div in negotiating employee benefits in the Ontario Public Service. Produces, updates and distributes information on benefits and pensions to all civil servants. For questions regarding administration of benefit plans call respective ministry personnel branch, or Employee Benefits Branch, Ministry of Government Services, 965-6861.

416-965-1483
CIV SERV, STAFFING CONTROL BR develops and administers policies, standards and procedures to control the staffing activities of the Ontario Public Service. Reviews and recommends for approval all requests from ministries for unclassified appointments and external recruitment. Develops policies on surplus employees and manpower control. Reviews delegated recruiting agreements and provides ministries with staffing, training and recruitment services for non-delegated classes, e.g. personnel administrators.

416-965-4503
COLL UNIV, PERSONNEL BR performs the personnel functions for the Ministry of Colleges & Universities. For description of branch activities, see first entry under personnel.

416-965-4701
COMM SOC, PERSONNEL BR performs the personnel functions for the Ministry of Community and Social Services. For a description of branch activities, see first entry under personnel. Training and educational assistance is the responsibility of Comm Soc Training and Staff Development Branch, 965-6211.

416-965-6601
CORR SERV, PERSONNEL BR performs the personnel functions for the Ministry of Correctional Services. For a description of branch activities, see first entry under personnel. Also operates summer employment programs for students based on experience and assigned task projects for four month work periods in institutions.

416-965-0225
CULT & REC, PERSONNEL BR performs the personnel functions for the Ministry of Culture and Recreation. For a description of functions see first entry under personnel.

416-965-2222
EDUC, PERSONNEL BR performs the personnel functions for the Ministry of Education. For a description of branch activities, see first entry under personnel.

416-965-3267
ENV, PERSONNEL BR performs the personnel functions for the Ministry of the Environment. The branch is also responsible for technical training of water and sewage plant operators, women's advisor and safety advisory staff and those involved in the bilingualism program. For a description of branch activities see first entry under personnel.

416-965-7011
GOVT SERV, PERSONNEL BR performs the personnel functions for the Ministry of Government Services. For a description of branch activities see first entry under personnel.

416-965-5077
HEALTH, HUMAN RESOURCES BR performs the personnel functions for the Ministry of Health. For a description of branch activities, see first entry under personnel. The Branch is also a resource to the general health sector in labour relations, compensation and management development.

416-965-6649
HOUSING, PERSONNEL BR performs the personnel functions for the Ministry of Housing. For a description of functions see first entry under personnel.

416-965-4259
IND & TOUR, PERSONNEL BR performs personnel functions for the Ministry of Industry and Tourism, based on knowledge of Ministry programs and personnel concepts. For further description of functions see first entry under personnel.

416-965-6121

LABOUR, PERSONNEL BR performs the personnel functions for the Ministry of Labour. For a description of branch activities, see first entry under Personnel.

416-965-9489

LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, personnel and associated administrative services for each Member of Provincial Parliament (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the Legislative Building for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides visitors with Ontario travel information and direction to various government offices. Bilingual guides are available. Stewards Branch (965-7651) administers the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clipping service.

416-965-3825

NAT RES, PERSONNEL BR performs the personnel functions for the Ministry of Natural Resources. For a description of branch activities, see first entry under Personnel. Also hires qualified 17 year old persons as junior forest rangers. There are personnel officers in each of the Ministry's eight Regional Offices.

416-965-1788

REVENUE, PERSONNEL SERVICES BR performs the personnel functions for the Ministry of Revenue. For a description of branch activities, see first entry under personnel.

416-965-8120

SOL GEN, OPP, MANPOWER ADMINISTRATION BR provides the Ontario Provincial Police with support service pertaining to qualitative and quantitative manpower needs. Administers: bilingual capabilities program, personnel files & personnel inventory system, civilian complement control.

416-965-6784

SOL GEN, PERSONNEL SERVICES BR performs the personnel functions for the ministry with the exception of OPP uniformed recruitment, uniformed staff development and staff relations with the Ontario Provincial Police Association (OPPA). The Personnel Branch may be reached at 965-8404 for the following services: civilian recruitment, classification (all), documentation (all), staff relations (civilian). For other functions contact 965-6784. For description of branch

activities, see first entry under Personnel.

416-965-6171
TE & IA, PERSONNEL ADMINISTRATION BR performs the personnel functions for the Ministry of Treasury, Economics and Intergovernmental Affairs. For a description of branch activities, see first entry under personnel.

416-248-3643
TR & COMM, PERSONNEL BR performs the personnel functions for the Ministry of Transportation & Communications. For a description of branch activities, see first entry under personnel.

PESTICIDES

416-965-1081
AG & FOOD, SOILS AND CROPS BR provides information at local offices throughout the province on production of field, greenhouse and horticultural crops. Information is available to commercial growers on restrictions in use of pesticides. Administers the Weed Control Act. Inquiries on household & urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

416-965-7048
ENV, PESTICIDES ADVISORY COMMITTEE reviews problems about pesticides. The Committee advises on environmental research grants and evaluates results. Coordinates pesticide problems. Classifies all pesticides previous to their marketing in Ontario. Maintains a library of pesticide containers. The Ontario Government Bookstore (965-2054) has all government publications on pesticides. For pesticide vendors and exterminators licences contact Env Pollution Control Br Pesticides Control Section, phone: 965-2401.

416-965-2531
ENV, PESTICIDES APPEAL BOARD provides a mechanism of appeal to persons affected by decisions of the Ministry of the Environment regarding the use of pesticides, in accordance with the Pesticides Act, 1973.

416-965-2401
ENV, POLLUTION CONTROL BR PESTICIDES CONTROL Section ensures safe and effective use of pesticides and herbicides. Issues licences for use and sale of pesticides. Has publications on, and answers inquiries about, control of household pests, insects, etc. Contact regional office.

416-965-5115
ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry

services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

416-965-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, pesticides and other contaminants on fish and other aquatic organisms. Contact regional office.

PETROLEUM

416-965-1016

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains mineral economic statistics and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-1172), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing gas or oil or for geochemical and geophysical exploration. Issues permits to drill and operate machinery.

PHARMACEUTICAL

Pharmaceutical, see also Pharmacists

416-965-6686

HEALTH, DRUGS & THERAPEUTICS BR establishes and maintains quality and cost control standards for drugs. This includes evaluation and assessment of all drugs on the basis of safety, quality and therapeutic efficacy. Analytical testing is carried out as part of this assurance activity. The Branch provides professional advisory services to the Ministry, government agencies and institutions, professional groups, the pharmaceutical industry and the public on

pharmaceutical services, pharmacology and therapeutics. Publishes and distributes the Ontario Drug Benefit Formulary and the PARCOST Comparative Drug Index that lists drugs assessed for quality and therapeutic value. When prescribed by a doctor or a dentist, drugs listed in the Formulary are obtained free of charge by Ontario Drug Benefit recipients. Also establishes standards of quality & cost for drugs & pharmaceutical service in hospitals, nursing homes, government institutions and Homes for the Aged.

PHARMACISTS

Pharmacists, see also Pharmaceutical

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has three main functions: Advises the Minister of Health on policy formulation, and provides administrative support and coordination for the Minister's functions under the Health Disciplines Act; provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear appeals from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and nursing.

PHOTOGRAPHY

Photography, see Ontario Arts Council

PHYSICALLY HANDICAPPED

Physically Handicapped, see also Handicapped, Disabled

416-965-9537

ONT ADVISORY COUNCIL ON PHYSICALLY HANDICAPPED consists of nineteen members appointed by Order in Council. Council advises the government on matters pertaining to the well-being of physically handicapped persons. Promotes the development and creation of opportunities for self-help for the physically handicapped. Reviews current policies relevant to handicapped persons involving education, employment, rehabilitation, income maintenance, health measures, programs on housing, transportation, recreation, guardianship and other related services. Council meets monthly.

PHYSICIANS

416-965-8045

HEALTH, CONSULTING SERVICES BR. Staffed by professionals

representative of actual providers of personal health care, the branch provides the ministry with expertise and guidance in this field and similarly advises and guides all components of the health care system. On staff are medical, psychology, nursing, allied health disciplines, occupational therapy, physiotherapy, speech pathology & audiology, rehabilitation and social work consultants. They participate in Committees, Working Groups or Task Forces which prepare recommendations for ministry health care policies. The branch is also responsible for the management of these programs: Adult Community Mental Health, Alcohol & Drug Abuse, Home Care (allows an insured Ontario resident to have treatment at home upon recommendation of a doctor), Extended Health Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) that attracts physicians to practise in rural and isolated communities.

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has three main functions: Advises the Minister of Health on policy formulation, and provides administrative support and coordination for the Minister's functions under the Health Disciplines Act; provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear appeals from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and nursing.

416-965-5021

HEALTH, MANPOWER PLANNING Section under the Office of the Deputy Minister, Community Health Services, assembles and provides information on supply and requirements for health manpower (physicians, nurses, allied health professionals, etc.) and prepares policy studies for Ministry review. The section serves the Ministries of Health, Colleges & Universities, and the Ontario Council of Health.

416-965-2181

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, chiropodists, osteopaths and optometrists. In situations where it appears that

unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to the OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

416-965-5887

HEALTH, STRATEGIC PLANNING & RESEARCH BR provides health research grants for the following purposes: to support applied and developmental health research mainly based at Health Sciences Complexes, including hospitals (principal areas that qualify are operational, epidemiological and developmental research projects involving training or service, as well as acupuncture research); to support innovations in the organization and delivery of health service including the evaluation of health care; to support community programs teaching primary ambulatory care to health professionals on a team-care approach; to encourage physicians (965-1170) and dentists (965-5036) to set up practices in underserviced areas; and to attract individuals to priority health training programs. Recognized health & research development organizations in Ontario may apply for the Provincial Lottery funds for health research by writing to: Director, Strategic Planning & Research Br, Ministry of Health, 15 Overlea Blvd., Toronto M4H 1A9.

PHYSIOTHERAPY

416-965-8045

HEALTH, CONSULTING SERVICES BR. Staffed by professionals representative of actual providers of personal health care, the branch provides the ministry with expertise and guidance in this field and similarly advises and guides all components of the health care system. On staff are medical, psychology, nursing, allied health disciplines, occupational therapy, physiotherapy, speech pathology & audiology, rehabilitation and social work consultants. They participate in Committees, Working Groups or Task Forces which prepare recommendations for ministry health care policies. The branch is also responsible for the management of these programs: Adult Community Mental Health, Alcohol & Drug Abuse, Home Care (allows an insured Ontario resident to have treatment at home upon recommendation of a doctor), Extended Health Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) that attracts physicians to practise in rural and isolated communities.

PILLOWS

Pillows, see Upholstered and Stuffed Articles

PITS

416-965-1016

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains mineral economic statistics and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-1172), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing gas or oil or for geochemical and geophysical exploration. Issues permits to drill and operate machinery.

PLANETARIUM

Planetarium, see Royal Ontario Museum.

PLANNING

Planning, see Community Planning, Land Use Planning

PLANS

Plans, see Maps, also Surveys

PLANTS

416-562-4141

AG & FOOD, HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO conducts horticulture research to increase production and develop new varieties of fruits, vegetables and wine. It also aids growers of ornamental plants, food processors and the wine industry. The Institute provides propagating material (cuttings, etc.) to growers and nurseries.

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses for children and adults on horticulture and botany, design with plant material, to credit courses at universities. The Royal Botanical Gardens also offers the public extensive information on, and identification of, ornamental plants, native plants, poisonous plants, edible and poisonous mushrooms, and ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

PLAYWRIGHTS

Playwrights, see Ontario Arts Council

PLOWING

416-965-1091

AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR gives

grants to all the agricultural societies in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives grants to horticultural societies and plowing matches. The branch is the headquarters of the Canadian Plowing Council.

PLUMBING

416-965-5881

CCR, BUILDING CODE BR is developing a fire code and administers a building code for Ontario to minimize building, health and fire hazards. Advises municipalities on matters pertaining to building by-laws, which are a local, not provincial, responsibility. Maintains the Ontario Plumbing Code.

POLAR BEAR EXPRESS

705-472-4500

NORAFFAIRS, ONT NORTHLAND TRANSPORTATION COMMISSION (ONTC) in North Bay supervises services in Northern Ontario such as air services (norOntair), highway and railway services (including the Polar Bear Express and the Northlander), water transportation (including ferry services to Manitoulin), transport, express and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

POLAR GAS PROJECT

416-965-6276

ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in energy related projects in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the Syncrude Project to extract crude oil from the Athabasca oil sands in Alberta, and the Polar Gas Project to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

POLICE

Police, see Sol Gen OPP Branch Name. See also Att Gen Criminal Injuries Compensation Board, Ontario Medal, Sol Gen Ontario Police Commission, Sol Gen Ontario Police Commission Technical Services, Sol Gen Retail Business Holidays Act.

POLICYHOLDERS

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies,

credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

POLITICAL CONTRIBUTIONS

416-965-0455

COMMISSION ON ELECTION CONTRIBUTIONS & EXPENSES administers the Election Finances Reform Act which provides for registration of political parties and constituency associations active in Ontario, and candidates in a provincial election. Limits political contributions to, and period of advertising and advertising expenses of, registered parties, constituency associations and candidates during a provincial election campaign. Provides subsidies to candidates with respect to election campaign expenses incurred. Requires filing of audited campaign period statements of receipts & expenses by political parties, constituency associations and candidates, and audited annual financial statements of assets and liabilities by political parties and constituency associations.

416-965-8470

REVENUE, ONTARIO TAX CREDIT SYSTEM Information Centre provides multilingual assistance to Ontario residents in completing their Ontario Tax Credit form and claiming their property, sales, pensioner and political contributions tax credits when filing their federal personal income tax forms. The first three credits are available regardless of income tax payable; the last only to those who donated to Ontario registered parties, candidates & constituency associations. Residents outside Metro Toronto may call the Centre free of charge by asking Operator for Zenith 8-2000. In Metro Toronto, call 965-8470. General inquiries re Federal Tax should be referred to district offices of the Federal Department of National Revenue; in Toronto call 869-1500.

POLLUTANTS

Pollutants, see also Pollution

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of

insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-6971

ENV, POLLUTION CONTROL BR as a whole plans and develops policies, programs, standards, guidelines and legislation to control emission of pollutants; coordinates and conducts applied research in the areas of water supply, and sewage and wastewater treatment, and provides technical support in these areas. The Pollution Control Branch has several sections which are described separately. Contact regional office for specific questions.

POLLUTION

Pollution, see also Waste, also Pollutants

416-965-5778

ENV, AIR RESOURCES BR sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Produces periodic air quality reports. Assesses immediate and long-term effects of air contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological developments, industrial trends and pollution problems, including hazardous substances and other emissions. Administers environmental research grants. Contact regional office.

416-965-2531

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal and of the Ministry of the Environment in the areas of water and sewage, waste disposal, air and noise pollution, in accordance with the Ontario Water Resources Act, 1970, and the Environmental Protection Act, 1971.

416-768-5614

ENV, FARM POLLUTION ADVISORY COMMITTEE is composed of four practising farmers who act in an advisory capacity to the Ministry of the Environment. Where complaints of livestock odors and effluent runoff have not been resolved by ministry inspectors, the Committee is called in to investigate

complaints and recommend corrective action. The Committee is at RR 4, Hagersville.

416-248-3015

ENV, LABORATORY SERVICES BR provides analytical support for other branches of the ministry in their environmental quality assessment and pollution control programs. Participates in planning programs requiring analytical expertise and assists in analytical data interpretation. Updates analytical methods and develops procedures for measuring new environmental pollutants. The Central Laboratory in Toronto advises regional laboratories in Thunder Bay, London and Kingston on the use of new analytical procedures. Participates in environmental research projects aimed at clarifying the interaction of atmospheric and aquatic pollutants with the environment and their effect on human health. Participates in programs of the International Joint Commission (IJC). For information on the IJC, write to the Canadian Section, International Joint Commission, Room 851, Burnside Bldg., 151 Slater St., Ottawa, Ontario K1P 5H2.

416-965-7048

ENV, PESTICIDES ADVISORY COMMITTEE reviews problems about pesticides. The Committee advises on environmental research grants and evaluates results. Coordinates pesticide problems. Classifies all pesticides previous to their marketing in Ontario. Maintains a library of pesticide containers. The Ontario Government Bookstore (965-2054) has all government publications on pesticides. For pesticide vendors and exterminators licences contact Env Pollution Control Br Pesticides Control Section, phone: 965-2401.

416-965-6971

ENV, POLLUTION CONTROL BR as a whole plans and develops policies, programs, standards, guidelines and legislation to control emission of pollutants; coordinates and conducts applied research in the areas of water supply, and sewage and wastewater treatment, and provides technical support in these areas. The Pollution Control Branch has several sections which are described separately. Contact regional office for specific questions.

416-965-2537

ENV, POLLUTION CONTROL BR CONTINGENCY PLANNING Section promotes organization and planning by industries, the municipalities and federal and provincial agencies to control and cope with pollution caused by emergency spills of contaminants.

416-965-2214
ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes, and industrial waste treatment and control with respect to water, air and solids. Contact regional office.

416-965-6967
ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants for sewage works for municipalities. Deals with pollution control relating to septic tanks, derelict motor vehicles, litter, sewage sludge, boating and ice huts. Contact regional office.

416-965-3071
ENV, POLLUTION CONTROL BR NOISE Pollution Control Section deals with the control of noise emissions and comments on the relationship between new and existing land use and noise sources. Develops acoustics criteria and standards. Develops, updates and promotes the Model Municipal Noise Control Bylaw for adoption by municipalities and assists in training of noise control officers. Although most municipalities have not yet completely adopted the Model Noise Bylaw, the City of Toronto has. Complaints within the city can be directed to Noise Control Branch, Dep't. of Public Works, Tel. 465-5477. Other areas contact local Bylaw Officers or the Ministry's head office or regional offices.

416-965-2401
ENV, POLLUTION CONTROL BR PESTICIDES CONTROL Section ensures safe and effective use of pesticides and herbicides. Issues licences for use and sale of pesticides. Has publications on, and answers inquiries about, control of household pests, insects, etc. Contact regional office.

416-248-3739
ENV, POLLUTION CONTROL BR RESEARCH GROUP includes: a Coordination Section, an Applied Sciences Section, a Wastewater Treatment Section, and a Water Technology Section. The group provides: liaison with academic and research groups; dissemination of technical information and findings; technical assistance to the Planning Sections; applied research studies on pollution; and technical support for, and application of, new technology to the public through regional offices or directly to municipalities and industry.

416-965-1296

ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. water supply, sewage and pollution control facilities for municipalities. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work and financial analysis, including details on grants available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public water and sewage service areas. Administers program of grants to regional or restructured municipalities for certain sewage works and water works.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Utility Operations Section provides water and waste water service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and other water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for activities of other two sections.

416-965-4590

ENV, WATER RESOURCES BR PLANNING and Coordination Section

coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Contact regional office.

416-965-4590

ENV, WATER RESOURCES WATER MODELLING Section develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and ground water to waste inputs, withdrawals, pollution control measures, land-use practices and climatic conditions, in order to aid development of water management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturers, industry associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage film production and industry in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

416-965-4622

IND & TOUR, THE DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by: financial assistance through incentive and term loans and bank guarantees; providing sites, facilities and services in two industrial parks: providing technical, business and financial information and advice. Tourist operations, secondary manufacturing industries, and service industries allied to manufacturing may avail themselves of this service. Loans

are available for establishing new operations, expanding present operations, introducing new products and techniques, financing exports, and installing pollution control equipment. Contact corporation regional office.

416-965-2493

LABOUR, OCCUPATIONAL HEALTH BR, Occupational Health Service (965-3610) acts as consultant to those responsible for providing in-plant health care facilities and a healthful working environment for employees. Sets standards and guidelines for chemical substances and physical agents used in the work environment; investigates exposures to toxic chemical agents and harmful physical agents and recommends controls. Environmental Health Studies Service (965-6375) studies the effects of environment and pollution on human health. Health Physics Service (965-8178) directs a program to protect the public from harmful effects of radiation including X-Rays, microwaves and lasers. Handles registration of X-Ray equipment. Monitors areas around nuclear power stations and uranium mines for radioactive pollution.

POPULATION

416-965-6566

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturers, energy, forest industries, call 965-7078; credit unions, registration of mortgages, health expenditure, mines, call 965-3792; gross provincial product & economic accounts for Ontario, call 965-4801; demographic and social statistics estimates and projections, call 965-2217.

416-965-6989

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses and advises on provincial-municipal relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA), and Federation of Canadian Municipalities (FCM). Organizes provincial-municipal and tri-level consultation and conferences on joint programs of federal-provincial governments and municipalities. Publishes the Municipal Directory annually, detailing lists of counties, districts,

cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc.

POSTNATAL

416-965-8176

HEALTH, HEALTH PROMOTION BR MATERNAL & CHILD HEALTH Consultants promote community health programs related to prenatal and postnatal care and education, infant and preschool health, health of children at school, family life education and family planning. Contact Health Communications Br (965-5167) for information. See also other sections in Health Health Promotion Br described separately.

POULTRY

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six veterinary laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control diseases of poultry; and the Fur Farms Act, requiring licences of fur farmers.

POUNDS

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts that require: vaccination of cattle to control brucellosis, licences for livestock community sales, licences of persons involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Issues licences and inspects riding horse establishments, and Pregnant Mare Urine Farms (PMU) for the ultimate production of the hormone estrogen. Licenses those other than pharmacists & veterinarians, who sell livestock medicine. Requires registration of facilities that use animals for research. Provides grants to municipalities of under 50,000 people to construct or renovate pounds.

POWER PLANTS

416-965-4188

CCR, OPERATING ENGINEERS BR promotes the safe operation of power plants by examining, certifying and issuing licences to operators of steam, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

PREGNANCY LEAVE

Pregnance Leave, see Maternity Leave

PREGNANT MARE URINE FARMS

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts that require: vaccination of cattle to control brucellosis, licences for livestock community sales, licences of persons involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Issues licences and inspects riding horse establishments, and Pregnant Mare Urine Farms (PMU) for the ultimate production of the hormone estrogen. Licenses those other than pharmacists & veterinarians, who sell livestock medicine. Requires registration of facilities that use animals for research. Provides grants to municipalities of under 50,000 people to construct or renovate pounds.

PREJUDICE

416-965-6763

CULT & REC, ADMIN SERVICES BR, RESOURCE CENTRE and Library maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-6841

ONTARIO HUMAN RIGHTS COMMISSION administers the Ontario Human Rights Code to achieve equal treatment for all people in the areas of employment, housing, public accommodation such as hotels and restaurants, and related advertising, regardless of race, creed, colour, age, sex, marital status,

nationality, ancestry or place of origin. Complaints of discrimination are investigated and conciliated. Educational efforts are made to eliminate prejudice. Publications on human rights are available. Community problem-solving in tense situations is undertaken. The Commission reports to the Legislature through the Minister of Labour. Contact regional offices.

PRENATAL

416-965-8176

HEALTH, HEALTH PROMOTION BR MATERNAL & CHILD HEALTH Consultants promote community health programs related to prenatal and postnatal care and education, infant and preschool health, health of children at school, family life education and family planning. Contact Health Communications Br (965-5167) for information. See also other sections in Health Health Promotion Br described separately.

416-965-5884

HEALTH, HEALTH PROMOTION BR NUTRITION Consultants provide consultation to health agencies on nutrition, food budgeting, meal planning, obesity control, dental and prenatal care and care for senior citizens. See also other sections in Health Health Promotion Br described separately.

PREPAID HOSPITAL

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

PRESSURE VESSELS

416-965-4121

CCR, BOILERS AND PRESSURE VESSELS BR strives to minimize the risk of loss of life and property arising from the operation of boilers and pressure vessels. Reviews designs and welding procedures. Inspects workshops during fabrication and installation. Also qualifies and issues licences to welders. Inspects uninsured vessels periodically, and all vessels

before and after major repairs. Investigates accidents. Contact Queen's Park or regional offices.

PRINT PROCUREMENT

416-965-2069

GOVT SERV, PRINTING SERVICES BR has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms, and supplies printing and typographic services to Ontario Government ministries and agencies through the graphic arts industry in Ontario. Also provides subscriptions to Hansard, Bills, Votes and Proceedings and Order Papers (965-2238). Duplicating Service (965-2211) provides an in-plant reproduction facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through both the Publications Centre (965-6015) and the Ontario Government Bookstore (965-2054) is responsible for the library depository system, cataloguing, inventory control and distribution of Ontario government publications.

PRIVATE ASSISTED RENTAL PROGRAM

Private Assisted Rental Program, see Housing Community Housing Division B.

PRIVATE INVESTIGATORS

416-965-5814

SOL GEN, OPP, REGISTRAR OF PRIVATE INVESTIGATORS & Security Guards investigates and approves the licensing of agencies that provide the services of private investigators and security guards. Licenses agency employees to act as private investigators or security guards.

PRIVATE SCHOOLS

416-965-2609

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of elementary & secondary school teaching certificates (965-2600); evaluation of teaching qualifications (965-6126); evaluation of academic qualifications, including those of Ontario landed immigrants (965-1357); admission of teachers to Ministry summer courses (965-4487); secondary school diplomas, scholarships (965-7291); secondary school bursaries (965-6126); transcripts of student records (965-5384); transcripts of teacher training courses (965-2600); and inspection of private schools (965-6802). The Branch evaluates foreign education documents at the elementary and secondary school levels for employment and study purposes.

416-965-2228

EDUC, SUPERVISION & LEGISLATION BR, SUPERVISION Section serves as a main channel of communication between the Ministry and private schools, correctional and National Defence Schools, organizations of teachers, principals, trustees and school officials. Advises on all aspects of school administration. The office of the Provincial School Attendance Counsellor is located at this branch.

PRIVATE VOCATIONAL SCHOOLS

416-965-6161

COLL UNIV, COLLEGE AFFAIRS BR is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Manpower for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools, and for Regional Nursing Assistant (RNA) schools. For information about private vocational schools, contact 965-9127. For information about RNA schools and the RNA program, contact 965-4051.

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR, in addition to the information service function of explaining and publishing material on ministry programs, answers questions from students, guidance counsellors and parents about the Ontario Student Assistance Program (OSAP), admission requirements to post-secondary programs, colleges and universities, including apprenticeship programs. Maintains statistics (Tel. 965-5477) on full and part-time post-secondary instruction in colleges and universities, manpower retraining, apprenticeship training, private vocational schools. Provides statistical data service for the Legislature to supplement policy, planning and administrative activities of the ministry, and provides the ministry with research consulting and advisory services. It is responsible for the library (965-1451) that serves the ministry, other government agencies and others through interlibrary loans.

PROBATION

416-965-7338

ATT GEN, CROWN ATTORNEYS OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. The Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents

for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-1487

CORR SERV, JUVENILE DIVISION provides three types of services to children between the ages of 7 and 17 years: probation and after-care, training schools and group homes. As an alternative to training schools, group homes provide juveniles with an opportunity for growth in the community. Group homes are on contract with the ministry. Community resources and training schools are used for reassessments. Regional coordinators work with homes, providing general support and liaison with other ministry branches and agencies. Province-wide probation and after-care regional offices work with juveniles and their families. See also Corr Serv Delinquency Prevention & Native Programs, another activity of this division.

416-965-4511

CORR SERV, PROBATION AND PAROLE ADULT BR works closely with all Courts of criminal jurisdiction in the Province of Ontario and the Ontario Board of Parole: providing pre-sentence reports to the courts and pre-release reports to the Ontario Board of Parole; assisting probationers; providing supervision and assistance to offenders on parole and to others who need it after release from correctional institutions. Assistance includes counselling and guidance in finding employment, housing, food, clothing, etc. Contact local probation field office.

PROJECT CANADA

Project Canada, see Educ, Student Activities & Special Projects Br.

PROJECT JAPAN

Project Japan, see Educ, Student Activities & Special Projects Br.

PROJECT SCHOOL-TO-SCHOOL

Project School-to-School, see Educ, Student Activities & Special Projects Br.

PROJECTIONISTS

416-421-2462

CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm, 16mm projectors and films. Also examines and licenses projectionists. Approves motion picture advertising and classification.

PROPANE

416-965-7627

CCR, ENERGY SAFETY BR strives to prevent loss of life, bodily injury and property damage by controlling hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, aviation fuel, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors.

PROPERTY TAXATION

416-965-7574

ATT GEN, ASSESSMENT REVIEW COURT hears complaints against realty and business assessment based on real property valuation for municipal tax purposes. For further information on real property assessment, see Revenue Assessment Field Operations Branch listed in this index. Contact Municipal Office locally for questions on property taxation and rates. For assessment complaints, contact Regional Registrar of Assessment Review Court.

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices in Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of school supporters, and census data. The

branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

416-965-5189

REVENUE, ASSESSMENT STANDARDS BR. The Ministry of Revenue, under the Assessment Act, assesses the value of real property in Ontario, which assessment local governments use as basis for property taxation. The Assessment Standards Branch: develops, maintains and implements valuation methods; standardizes valuation procedures; provides training of assessment personnel (Tel. 965-3905). Conducts related technical research (965-3305).

416-965-1671

TE & IA, MUNICIPAL FINANCE BR maintains a municipal financial data system; produces financial analyses based on mun. financial statements; maintains: summary of mill rates, register of prov'l. grants to local sector & monitors its fiscal capacity. Advises on local sector debt. Studies property taxation to develop new system. Advises regional/restructured gov'ts. on financial policy; manages Special Assistance part of unconditional grants. Administers Ont. Mun. Improvement Corp. (OMIC), Ont. Educ. Capital Aid Corp. (OECAC), Ont. Univ. Capital Aid Corp. (OUCAC). Contact: Loc. Gov't. Financial Analysis, 965-2417; Loc. Gov't. Tax Reform 965-2194; Restructured Municipalities Finance, 965-1074; Mun. Borrowings, 965-2451; Finance Legislation, 965-0577.

PROPRIETORSHIPS

416-965-7581

CCR, COMPANIES SERVICES BR PARTNERSHIPS REGISTRATION Section deals with registration of partnerships and limited partnerships, proprietorships and registration of corporations style names. Also registers dissolution or withdrawal of these and conducts public searches of documents relating to business ventures.

416-965-1662

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by companies, and registration of corporate bonds, debentures,

trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

PROSECUTIONS

416-965-7338

ATT GEN, CROWN ATTORNEYS OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. The Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-2831

ATT GEN, CROWN LAW OFFICE, CIVIL Law provides litigious service in all levels of courts, boards and tribunals. Provides professional advice and legal opinions to all Ontario government ministries and agencies. Answers inquiries from the public on statutes administered by the Ministry of the Attorney General. Conducts prosecutions including prosecutions under provincial legislation. Deals with constitutional questions. Acts as Queen's Proctor in divorce matters.

416-965-0650

ATT GEN, CROWN LAW OFFICE, CRIMINAL LAW is responsible for the preparation and argument of all criminal appeals in indictable offences in the province, whether the Crown is the Respondent or the Appellant. Conducts special prosecutions. The branch deals with the judiciary, Crown attorneys, the police and the public.

PROSPECTORS

Prospector's Licence, see Nat Res Lands Administration Br.

416-965-4641

NAT RES, GEOLOGICAL BR provides information on the geology and mineral resources of Ontario for development of policy on management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral

wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques and presentation of education classes and lectures on minerals. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures and unpublished files are used by the general public, prospectors, mining companies, universities and government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake and Sudbury district offices.

416-965-1337

NAT RES, MINERAL RESEARCH BR will identify a sample of rock, minerals or ore as well as give detailed chemical and petrographic analysis of assay of mineral samples. Also examines till, sand, silt and gravel. Organizes tours for educational and other groups. Provides geological, prospecting, exploration, processing and metallurgical information. Conducts research into proper conservation and utilization of mineral resources. Branch serves mining and exploration companies, geologists, engineers, prospectors and agencies such as the Ontario Research Foundation.

PROSTHETIC

Prosthetic (restorative services), see also Comm Soc Rehabilitation Br

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs to municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities, supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care for prescribed drugs, prosthetic, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-423-4240

HEALTH, ONTARIO CANCER TREATMENT AND RESEARCH FOUNDATION

conducts regional treatment centres where treatment of cancer by radiotherapy and chemotherapy is given to patients referred by their doctors. It is affiliated with and supports the Ontario Cancer Institute (incorporating the Princess Margaret Hospital in Toronto). Rehabilitation services are also provided for patients needing speech therapy or prosthetic devices. Grants are awarded for cancer research, and medical graduates are encouraged to work on cancer treatment. Contact regional offices of the Ontario Cancer Treatment and Research Foundation.

PROTOCOL

416-965-5741

GOVT SERV, PROTOCOL SERVICES Recording Office records and certifies documents and land patents searches. See also Govt Serv Protocol Services Protocol Section, also Scrolls Section.

416-965-1215

GOVT SERV, PROTOCOL SERVICES Protocol Section answers inquiries from other branches, agencies and the public about protocol procedures and social etiquette. Arranges official Ontario ceremonies, conferences and special events. A government hospitality fund provides resources to host hospitality functions (e.g. luncheons, coffee receptions) where the government officially welcomes visitors from outside Ontario who attend national or international events. Request for assistance should be in writing to: The Minister of Government Services, Queen's Park, Toronto. See also Govt Serv Protocol Services Recording Office, also Scrolls Section.

416-965-5733

GOVT SERV, PROTOCOL SERVICES SCROLLS Section prepares congratulatory scrolls for Ontario citizens on the request of their Member of Provincial Parliament, to acknowledge 90th and succeeding birthdays, 50th and succeeding wedding anniversaries, or other significant accomplishments of individuals, municipalities and other organizations. See also Govt Serv Protocol Services Protocol Section, also Recording Office.

PROVINCE OF ONTARIO SAVINGS OFFICE

416-965-1791

REVENUE, PROV OF ONTARIO SAVINGS OFFICE provides general savings bank services to the public in branches throughout the province. The Province of Ontario Savings Office deposits funds in excess of day-to-day requirements with the Consolidated Revenue Fund.

PROVINCIAL AUDITOR

416-965-1381

OFFICE OF PROVINCIAL AUDITOR carries out the statutory requirements imposed under the Audit Act & other statutes of the province. The Provincial Auditor manages the audit of the Consolidated Revenue Fund as well as the audit of ministerial and quasi-judicial agencies.

PROVINCIAL LOTTERY

Provincial Lottery, see Ontario Lottery Corporation.

PROVINCIAL-MUNICIPAL

Provincial-Municipal, see also Municipalities

416-965-3505

TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal grant structure, including deconditionalizing of various specific grants. Develops budget options for assistance to local government and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for unconditional grants. Administers all unconditional grants, valued at over $400 million in 1977. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

416-965-6989

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses and advises on provincial-municipal relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA), and Federation of Canadian Municipalities (FCM). Organizes provincial-municipal and tri-level consultation and conferences on joint programs of federal-provincial governments and municipalities. Publishes the Municipal Directory annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc.

PROXY

416-965-2880

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (Phone: 965-6550). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (Phone: 965-2877). Investigates complaints about brokers and salesmen of securities and about actions by companies affecting the value of securities (phone: 965-2874). Handles registration of securities dealers, salesmen, underwriters and advisers (Phone: 965-6578).

PSYCHIATRIC

Psychiatric, see also Mentally Incompetent

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Power of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-5081

HEALTH, HOMES FOR SPECIAL CARE PROGRAM, Psychiatric Hospitals Branch, licenses and inspects Homes for Special Care which provide nursing home and residential home care for former patients of Ontario psychiatric hospitals and mental retardation centres. Contact local psychiatric hospital.

416-965-6234

HEALTH, PSYCHIATRIC HOSPITALS BR is responsible for administering Provincial Psychiatric Hospitals. Contact local psychiatric hospital.

PSYCHOLOGY

416-965-6491

CORR SERV, PROGRAM CONSULTATION & DEVELOPMENT DIV provides consultative services to the adult and juvenile programs of the Ministry. Consultants in psychiatry, dentistry, psychology, social work and chaplaincy are responsible for planning and supervision of services in these fields.

Library Services Br (965-7773) provides library services to inmates and wards under the Ministry's jurisdiction. Branches in this division are described separately in this index. See Corr Serv: Education Br, Food Services Br, Industrial Programs Br, Nursing Br, Recreation Br, Staff Training & Development Br and Volunteer Programs Br.

416-965-8045

HEALTH, CONSULTING SERVICES BR. Staffed by professionals representative of actual providers of personal health care, the branch provides the ministry with expertise and guidance in this field and similarly advises and guides all components of the health care system. On staff are medical, psychology, nursing, allied health disciplines, occupational therapy, physiotherapy, speech pathology & audiology, rehabilitation and social work consultants. They participate in Committees, Working Groups or Task Forces which prepare recommendations for ministry health care policies. The branch is also responsible for the management of these programs: Adult Community Mental Health, Alcohol & Drug Abuse, Home Care (allows an insured Ontario resident to have treatment at home upon recommendation of a doctor), Extended Health Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) that attracts physicians to practise in rural and isolated communities.

PUBLIC ACCOUNTS

416-965-5273

TE & IA, FINANCIAL INFORMATION & ACCOUNTING Policy Branch is responsible for public reporting of government financial information. Produces Public Accounts annually for Legislature and the public. Operates Consolidated Revenue Fund accounting systems and budget monitoring system serving provincial ministries and agencies. Accounting Research and Policy Development Section (965-1731) serves ministries and agencies on development of financial information system and financial information and accounting policy development. Maintains financial administration policy liaison with Management Board and banking policy liaison with the banking community.

PUBLIC HEALTH

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, Public Health Engineering Section collects and evaluates data on the quality of the water supply in recreation areas and on the analysis of drinking water. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of

recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, FOOD CONTROL Services are the responsibility of the Veterinary Public Health Consultants. Deals with the safety of food in production, processing, distribution and service; food-borne illnesses; interpretation of regulations; interpretation of laboratory results. Issues certificates of approval needed to operate pasteurization plants. Provides information to consumers, the food trade and individuals wishing to enter a food business. See also other sections in Health Community Health Protection Br described separately.

416-965-4164

HEALTH, COMMUNITY HEALTH PROTECTION BR, INSPECTION Services provides consultants to municipalities to advise on local health inspection matters. Information available from the branch on location of nearest public health agency, or contact regional offices. See also other sections in Health Community Health Protection Br described separately.

416-965-1170

HEALTH, COMMUNITY HEALTH PROTECTION BR, NOPHS (Northern Ontario Public Health Services) provides direct public health services to the unorganized territories in Northern Ontario which are not served by local health units. Also provides public health inspection service to industrial camps in these areas. Contact regional office. See also other sections in Health Community Health Protection Br described separately.

416-965-4058

HEALTH, COMMUNITY HEALTH PROTECTION BR, VD (venereal disease) clinics for the diagnosis and treatment of VD are located throughout the province. Provides advice to physicians re management of VD cases and educates public on all aspects of venereal disease. Contact local Public Health unit. In Metro Toronto call any time Tel. 965-3333. Grants are available for VD clinics administered by hospitals or local Boards of Health. See also other sections in Health Community Health Protection Br described separately.

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and animals (zoonoses), such as rabies, salmonellosis,

brucellosis, etc. The Veterinary Consultants advise Public Health Officers and physicians. Project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-965-4094
HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable diseases by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

416-965-4441
HEALTH, HEALTH PROMOTION BR PUBLIC HEALTH NURSING Consultants provide consultation to health agencies in all areas of public health nursing services. Provides information on public health nursing job opportunities and licensing to practise public health nursing. See also other sections in Health Health Promotion Br described separately.

PUBLIC HOLIDAYS

Public Holidays, see Labour Employment Standards Br, also Sol Gen Retail Business Holidays Act. Br.

PUBLIC HOUSING

Public Housing, see Rent Geared to Income

PUBLIC SERVICE APPEAL BOARDS

416-965-1455
CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6246), established in 1975, hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union, the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6246) hears appeals re union representatives, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees

Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate interests, disputes, e.g. salary rates, benefits, etc.

PUBLIC SERVICE SUPERANNUATION

416-965-6861

GOVT SERV, EMPLOYEE BENEFITS BR administers the following employee benefits plans: Public Service Superannuation Act (PSSA), Superannuation Adjustment Benefits Act (SABA), Legislative Assembly Retirement Allowances Act (LARAA), Employees' Group Insurance Plan (EGP), Long Term Income Protection (LTIP) for employees of the Ontario Public Service only. Informs existing and retired employees of the benefits available. The branch is not concerned with family benefits or pensions in the private sector.

416-965-2097

GOVT SERV, PUBLIC SERVICE Superannuation Board recommends payments of annuities, pensions and disability benefits and approves applications in respect of past service credits and pension credit transfers. The Public Service Superannuation Board also hears appeal from contributors, pensioners or dependents against administrative decisions. Pensions for Ontario Public Service employees are handled by Employee Benefits Branch (965-2097). Private pension plans should be referred to the Pension Commission of Ontario (965-2961).

PUBLIC TENDERS OFFICE

416-965-6937

GOVT SERV, SUPPLY ADMINISTRATION BR provides a government-wide purchasing service, including development of specifications and standards. Develops Collective Purchasing Arrangements for commodities commonly used by Ontario Government ministries and agencies. In addition to purchasing the requirements of the Ministry of Government Services, the branch purchases furniture and all other furnishings for other ministries and other items required for the initial outfitting of new facilities. Operates the Public Tenders Office to receive tenders for government contracts. Maintains suppliers lists by vendor and commodity, and a vendors catalogue library. Controls and directs government assets disposal.

PUBLIC TRUSTEE

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an

estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Power of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

PUBLIC VEHICLES

Public Vehicles, see Tr & Comm Highway Carrier Licensing Office.

PUBLICATIONS CENTRE

416-965-2069

GOVT SERV, PRINTING SERVICES BR has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms, and supplies printing and typographic services to Ontario Government ministries and agencies through the graphic arts industry in Ontario. Also provides subscriptions to Hansard, Bills, Votes and Proceedings and Order Papers (965-2238). Duplicating Service (965-2211) provides an in-plant reproduction facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through both the Publications Centre (965-6015) and the Ontario Government Bookstore (965-2054) is responsible for the library depository system, cataloguing, inventory control and distribution of Ontario government publications.

416-965-6015

ONTARIO GOVERNMENT PUBLICATIONS are warehoused, catalogued and distributed by mail through the Publications Centre, Ministry of Government Services, 3B7 Macdonald Block, Queen's Park, Toronto, M7A 1N8 (965-6015), or through the Ontario Government Bookstore at 880 Bay St., Toronto (965-2054). Cheques or money orders should be made payable to the Treasurer of Ontario. For publications issued directly by a ministry, contact that ministry's regional office or its Information Services Branch in Queen's Park. The Publications Warehouse is located at 1220 Markham Road, Scarborough (Phone: 438-4520).

PUBLISHING

416-965-6487

CULT & REC, CULTURAL INDUSTRIES BR is involved with the film industry, recording industry, book publishing and periodicals industries. Provides liaison with various levels of government and industries themselves. Does not give grants

or loans. Main emphasis is on policy development. Contact regional offices or main office.

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, makes grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, film makers and photographers may also apply. Other programs include Creative Artists In Schools (CAIS), designed specifically for creative artists, and ONTOUR, giving assistance to concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

PURCHASING

Purchasing, see Administrative Services

PYRAMIDIC SCHEMES

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-6471

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or

unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramidic Sales Act (pyramidic schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconsionable consumer representations & provides redress procedures for consumers.

416-965-2513

CCR, REGISTRAR OF BAILIFFS, Collection Agencies and Mortgage Brokers is responsible for investigating complaints about and registering private bailiffs, collection agencies, consumer reporting agencies (credit and personal information investigation) and mortgage brokers. Also issues certificates of acceptance for pyramidic schemes under the Pyramidic Sales Act. Recommends appointments under the Bailiffs Act.

QUARRIES

416-965-1016

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains mineral economic statistics and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-1172), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing gas or oil or for geochemical and geophysical exploration. Issues permits to drill and operate machinery.

QUARTER CENTURY CLUB

416-965-5761

CIV SERV, ADMIN SERVICES BR, STAFF Services Section administers the Quarter Century Club for government employees with 25 or more years of service, including superannuates. The Club organizes yearly banquets across Ontario and hosts Canada-wide seminars in Toronto.

QUEBEC

Quebec, see Ontario-Quebec Permanent Commission

QUEEN'S PROCTOR

416-965-2831

ATT GEN, CROWN LAW OFFICE, CIVIL Law provides litigious service in all levels of courts, boards and tribunals. Provides professional advice and legal opinions to all Ontario government ministries and agencies. Answers inquiries from the public on statutes administered by the Ministry of the Attorney General. Conducts prosecutions including prosecutions under provincial legislation. Deals with constitutional questions. Acts as Queen's Proctor in divorce matters.

RABIES

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts that require: vaccination of cattle to control brucellosis, licences for livestock community sales, licences of persons involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Issues licences and inspects riding horse establishments, and Pregnant Mare Urine Farms (PMU) for the ultimate production of the hormone estrogen. Licenses those other than pharmacists & veterinarians, who sell livestock medicine. Requires registration of facilities that use animals for research. Provides grants to municipalities of under 50,000 people to construct or renovate pounds.

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and animals (zoonoses), such as rabies, salmonellosis, brucellosis, etc. The Veterinary Consultants advise Public Health Officers and physicians. Project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-965-4094

HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable diseases by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other

sections in Health Community Health Protection Br described separately.

RACE TRACKS

416-965-0520

CCR, ONTARIO RACING COMMISSION (ORC) promotes the proper management of horse racing and the orderly behaviour and integrity of participants. Issues licences to participants and encourages the improvement of the quality of horses that race. Contact judges and stewards at race tracks or the head office of the Ontario Racing Commission.

416-965-5772

REVENUE, RETAIL SALES TAX BR administers the collection of Retail Sales Tax by Ontario vendors. This tax is paid at the time of purchase on certain goods consumed in Ontario. The branch operates district offices throughout Ontario which register vendors, issue vendors permits and provide information concerning tax exempt items and other aspects of the tax, as well as carrying out periodic audits. Tax under the Race Tracks Tax Act is also collected by the branch. In Metro Toronto, call 487-7161. In other regions, refer to Appendix of this book for local telephone numbers and addresses.

RADIATION

416-965-2493

LABOUR, OCCUPATIONAL HEALTH BR, Occupational Health Service (965-3610) acts as consultant to those responsible for providing in-plant health care facilities and a healthful working environment for employees. Sets standards and guidelines for chemical substances and physical agents used in the work environment; investigates exposures to toxic chemical agents and harmful physical agents and recommends controls. Environmental Health Studies Service (965-6375) studies the effects of environment and pollution on human health. Health Physics Service (965-8178) directs a program to protect the public from harmful effects of radiation including X-Rays, microwaves and lasers. Handles registration of X-Ray equipment. Monitors areas around nuclear power stations and uranium mines for radioactive pollution.

RADIO

Radio, see also Broadcasting

416-965-0175

GOVT SERV, TELECOMMUNICATIONS SERVICES BR provides local and network telecommunication services for Ontario government ministries and agencies. These are principally telephone,

data communications and radio, but also include intercom, teletype, facsimile, satellite and related telecommunications services. For local telephone services, contact 965-6788; network services, contact 965-6265.

416-965-4004
IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic and non-urban communities through weekly newspapers, ethnic publications, radio and television.

RADIOACTIVE

416-965-4061
HEALTH, INSPECTION BR X-RAY INSPECTION Service administers the regulation respecting X-Ray safety by registering owners of equipment designed to produce X-Rays, approving plans for permanent locations and making safety inspections of such. Provisions of the regulation also apply to the healing arts as well as certain areas in industry and research. Acts as information or referral agency for questions about the use of radioactive material.

416-965-2493
LABOUR, OCCUPATIONAL HEALTH BR, Occupational Health Service (965-3610) acts as consultant to those responsible for providing in-plant health care facilities and a healthful working environment for employees. Sets standards and guidelines for chemical substances and physical agents used in the work environment; investigates exposures to toxic chemical agents and harmful physical agents and recommends controls. Environmental Health Studies Service (965-6375) studies the effects of environment and pollution on human health. Health Physics Service (965-8178) directs a program to protect the public from harmful effects of radiation including X-Rays, microwaves and lasers. Handles registration of X-Ray equipment. Monitors areas around nuclear power stations and uranium mines for radioactive pollution.

RAFFLES

416-965-5181
CCR, LOTTERIES BR issues licences, supervises and controls all lottery operators in Ontario. These include bingos, raffles and games of chance operated within the Criminal Code

of Canada. Copies of the regulations are available from the branch on request.

RAILROAD MUSEUM

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION in Morrisburg maintains and operates parks, campgrounds and historic sites in the St. Lawrence Seaway valley. The St Lawrence Parks Commission has other facilities such as wildfowl sanctuary, maple syrup bush, riding trails, nature trails, marina, Upper Canada Golf Course, railroad museum, Loyalist Memorials, Upper Canada Village and Old Fort Henry. Student tours to last two attractions can be pre-arranged. The Commission has facilities for winter recreation, such as cross country skiing, snowmobiling, Horse-drawn sleigh rides, skating, tobogganing, snow-shoeing.

RAILWAY

Railway, see also Railroad Museum

416-965-2781

NAT RES, FOREST FIRE CONTROL BR organizes fire control planning and fire warden systems. Conducts forest fire control operations. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control.

705-472-4500

NORAFFAIRS, ONT NORTHLAND TRANSPORTATION COMMISSION (ONTC) in North Bay supervises services in Northern Ontario such as air services (norOntair), highway and railway services (including the Polar Bear Express and the Northlander), water transportation (including ferry services to Manitoulin), transport, express and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

416-965-5403

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives refunds of corporation and land taxes. For information on Land Transfer Tax and Land Speculation Tax, call 965-1774.

416-630-2635

TORONTO AREA TRANSIT OPERATING AUTHORITY (TATOA) was created

to design, establish and operate an inter-regional transit system serving Metro Toronto and the regional municipalities of Peel and York. Manages GO Transit, a commuter railway service operated by Canadian National Railways, and a commuter bus service operated by Gray Coach Lines and Trailways of Canada. For information on timetables and fares phone local GO Transit number.

REAL ESTATE

Real Estate, see also Real Property

416-965-4241

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of businesses that are registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry, and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such businesses are registered.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-6471

CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit

reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramidic Sales Act (pyramidic schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconsionable consumer representations & provides redress procedures for consumers.

416-965-2504

CCR, REAL ESTATE AND BUSINESS BROKERS ACT ensures protection of Ontario consumers through registration of real estate and business brokers and salesmen. Before foreign land can be sold in Ontario, sellers must provide prospective buyers with accurate description of property and terms of sale. Description is checked for accuracy by inspectors. Contact Queen's Park or regional office.

416-965-6745

GOVT SERV, REALTY SERVICES BR is responsible for the appraisal, negotiation and surveying requirements for the acquisition and sale of real estate for most ministries, including land required for construction programs. Appraises, negotiates and acquires leased accommodation. Handles interim management of government property and disposes of such through sale or lease. Under the Employee Home Owners Assistance Plan, assists government employees transferred to other locations in Ontario in selling their homes (phone: 965-6748). Maintains an inventory of government-owned land, buildings, leases and accommodations.

REAL PROPERTY

Real Property, see also Real Estate

416-965-7574

ATT GEN, ASSESSMENT REVIEW COURT hears complaints against realty and business assessment based on real property valuation for municipal tax purposes. For further information on real property assessment, see Revenue Assessment Field Operations Branch listed in this index. Contact Municipal Office locally for questions on property taxation and rates. For assessment complaints, contact Regional Registrar of Assessment Review Court.

416-965-6644

CCR, REGIONAL PROPERTY REGISTRATION Branches I and II (965-6644 and 965-9008, respectively) operate land registry offices throughout Ontario where documents for real property (land) and personal property titles are registered and

recorded. Registration records may be examined for a fee. In Toronto land registry offices are located at New City Hall with these telephone numbers: Toronto and York Land Titles, 965-5248; Toronto Registry, 965-7553; Toronto Boroughs and York South Registry, 965-7588. Discharging a mortgage is normally done through a lawyer who prepares the document. The discharge is then registered with the local land registry office. There is a land registry office in each county or district.

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices in Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of school supporters, and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

416-965-5189

REVENUE, ASSESSMENT STANDARDS BR. The Ministry of Revenue, under the Assessment Act, assesses the value of real property in Ontario, which assessment local governments use as basis for property taxation. The Assessment Standards Branch: develops, maintains and implements valuation methods; standardizes valuation procedures; provides training of assessment personnel (Tel. 965-3905). Conducts related technical research (965-3305).

416-965-5403

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives refunds of corporation and land taxes. For information on Land Transfer Tax and Land Speculation Tax, call 965-1774.

RECLAMATION

Reclamation, see Recycling

RECORDING INDUSTRY

Recording Industry, see Cult & Rec Cultural Industries Br

RECORDING OFFICE

416-965-5741

GOVT SERV, PROTOCOL SERVICES Recording Office records and certifies documents and land patents searches. See also Govt Serv Protocol Services Protocol Section, also Scrolls Section.

RECORDS CENTRE

416-965-1051

GOVT SERV, SPECIAL SERVICES BR provides Ontario government ministries with these services: complete mass mailing, including addressing, labelling, folding and inserting, in addition to regular mail delivery (Tel. 965-6902); a collection service for money due to the government (Tel. 965-5195. Operates the Records Centre which provides secure storage for inactive government records and security copies of computer tapes and microfilm (279-5493); a complete vehicle repair and trucking service, available to ministries on a charge-back basis.

RECORDS MANAGEMENT

Records Management, see Cult & Rec Archives of Ontario.

RECREATION

416-965-6491

CORR SERV, RECREATION BR provides leisure education programs and a wide variety of recreational activities to inmates and wards of the ministry. Programs are designed to bring inmates and wards into contact with the public in controlled settings both in the institution and the community. In many institutions, recreational facilities such as gymnasia and swimming pools are used by the community under certain conditions.

416-965-6763

CULT & REC, ADMIN SERVICES BR, RESOURCE CENTRE and Library maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-0617
CULT & REC, FIELD SERVICES BR. Through six regional and various sub offices in Ontario the Field Services Branch brings into focus the Ministry's program at the local level. By providing consultative services to community groups, this Branch aids in the provision of recreational and cultural activities at the local level. The consulting service is provided to a whole range of local and regional clients including municipal recreation departments, municipal recreation committees, YMCA's, historical societies, multicultural groups, regional arts councils, etc.

416-961-6262
CULT & REC, ONTARIO LOTTERY CORPORATION manages Wintario & the Provincial lotteries. Proceeds from Wintario are used through the Min. of Culture & Recreation to support one-time physical fitness, sports, recreation & cultural projects. Proceeds from Provincial sales in Ontario will be used initially for health research & related environmental projects through the Health, Labour & Environment ministries. For winning numbers check newspaper on day following draw or read sign posted at retailer's. For Wintario grants information call 965-2390 or contact ministry field offices. For health research grants specify field & write: Strategic Planning & Research Br, Min. of Health, 15 Overlea Blvd., Toronto or Pollution Control Br., Min. of the Environment, 135 St. Clair W., Toronto or Occupational Health & Safety Div., Min. of Labour, 400 University Ave., Toronto.

416-844-8171
CULT & REC, ONTARIO SPORTS TRAINING CENTRE (OSTC) in Oakville is now being developed, with construction to start in 1977, tentative completion in 1979. To be built in stages, the Ontario Sports Training Centre is designed for training of amateur athletes and to serve as a sports competition and conference centre. Phase I facilities include a natatorium, multiple gymnasiums, an indoor fieldhouse, an outdoor stadium, fitness & weight training halls, medical & physiotherapy areas, the major locker core plus administration office. Twenty-three amateur sports are included in this phase, with the sport governing bodies recommending athletes for training. The Recreation Facilities Research Project under the OSTC is being created to gather and disseminate information about planning, design, construction and operation of sports, recreation and fitness facilities.

416-965-2625
CULT & REC, SPECIAL SERVICES BR advises community & regional programs, organizations and the Ministry on sports and

recreation. Leadership Section (965-7505) has consultants on: recreation education advising those who provide professional preparation at colleges and universities; leisure education, training teachers within the school system; leisure counselling, training recreationists of municipalities; recreation research, administering grants in aid of research in recreation. Professional upgrading is promoted through a new certification program. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL). Special Interests Section (965-5665) serves: those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens, women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, Public Health Engineering Section collects and evaluates data on the quality of the water supply in recreation areas and on the analysis of drinking water. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

416-965-9724

HOUSING, OHC, COMMUNITY RELATIONS BR acts as a resource to community relations workers in the field to assist with social problems, as well as recreation for families and senior citizens in Ontario Housing Corporation (OHC) accommodation. Also works to help residents integrate into

the community.

416-965-7119

IND & TOUR, ECONOMIC ANALYSIS & RESEARCH BR, Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request. Tourism and Services Research Section (965-5725) develops and maintains an effective data base and data-related information service for the tourism sector in Ontario, and provides a research service to support and direct Ministry activities such as the Interministerial Tourism and Outdoor Recreation Planning Study (TORPS).

416-965-7711

IND & TOUR, ONTARIO PLACE CORPORATION operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto, including exhibition pavilions, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, including film showings for conventions and other groups of residents or tourists. Open daily May 21 to Sept. 5 (weekends only Sept. 10 to Oct. 10). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

519-862-1035

NAT RES, ST CLAIR PARKWAY COMMISSION in Corunna is responsible for the establishment of a parkway along the St. Clair River from Point Edward on Lake Huron, to Mitchell's Bay on Lake St. Clair. The St Clair Parkway Commission is a joint program of parks and recreation development by the Province of Ontario, County of Lambton, County of Kent, City of Chatham and the City of Sarnia.

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION in Morrisburg maintains

and operates parks, campgrounds and historic sites in the St. Lawrence Seaway valley. The St Lawrence Parks Commission has other facilities such as wildfowl sanctuary, maple syrup bush, riding trails, nature trails, marina, Upper Canada Golf Course, railroad museum, Loyalist Memorials, Upper Canada Village and Old Fort Henry. Student tours to last two attractions can be pre-arranged. The Commission has facilities for winter recreation, such as cross country skiing, snowmobiling, Horse-drawn sleigh rides, skating, tobogganing, snow-shoeing.

RECREATION CENTRES

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres, sports facilities, arts facilities, such as concert and exhibition halls, theatres, museums, heritage conservation projects, library facilities and multicultural centres. Contact regional offices or main office.

RECREATION RESEARCH

Recreation Research, see Cult & Rec Special Services Br, also Cult & Rec Ontario Sports Training Centre

RECRUITMENT

416-965-5435

CIV SERV, SENIOR APPOINTMENTS AND COMPENSATION OFFICE provides staff support services for the Senior Appointments Advisory Committee and Senior Manpower Planning Subcommittees, and implements all aspects of recruitment, appointments, compensation and career development for the Ontario Public Service senior executives and program directors.

416-965-1438

CIV SERV, STAFF TRAINING & DEVELOPMENT BR. Staff Training & Development Services Section (965-1438) identifies training and development needs of Ontario Government employees. Develops appropriate learning experience to meet these needs and evaluates effectiveness of this training. Courses and seminars are usually held at the Staff Development Centre, Kempenfeldt Bay, Barrie (705-728-2321). French Language Services Section (965-4162) offers French language training courses to provincial and municipal employees. Assists ministries in recruitment of bilingual staff. Administers Ontario-Quebec Summer Student Job Exchange program and civil servants exchanges. Library (965-7096) offers specialized services in the management science field.

416-965-1483

CIV SERV, STAFFING CONTROL BR develops and administers policies, standards and procedures to control the staffing activities of the Ontario Public Service. Reviews and recommends for approval all requests from ministries for unclassified appointments and external recruitment. Develops policies on surplus employees and manpower control. Reviews delegated recruiting agreements and provides ministries with staffing, training and recruitment services for non-delegated classes, e.g. personnel administrators.

416-965-4758

CIV SERV, STAFFING SERVICES BR (B). Graduate Recruitment & Special Staffing Section (965-4758) assists personnel branches in recruitment of graduates for permanent positions in the Ontario Public Service (OPS); maintains an inventory of college and university graduate applications. Provides information to placement directors and secondary school guidance counsellors in Ontario. Also provides information on policies and employment practices in the OPS for permanent part-time employment and employment of disadvantaged persons. Employment Services Section (965-6081) provides information on employment opportunities and careers in the OPS to civil servants and the public. Provides a centralized inventory of qualified applicants to assist ministries with their staffing needs. Go Temporary Program (965-7688) recruits and maintains resources staff to fill temporary positions in the OPS. See also Civ Serv Staffing Services Br (A) for other sections in Branch.

416-965-3405

IND & TOUR, SMALL BUSINESS OPERATIONS Div, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour Consultative Services Br entries listed separately in this index. The Selective Placement Section provides professional and skilled manpower counselling and, in cooperation with Canada Manpower & Immigration, direct overseas recruitment assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers grants to Business Schools at Ontario universities for employment of their students in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.

RECYCLING

416-636-8015

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive waste management program including new procedures for resource recovery and recycling. Provides municipalities with assistance and guidance in the economic development of waste management systems. Provides technical services, supervision and financial management required in the planning and construction of resource recovery facilities. Operates full scale experimental resource recovery plant for technology research and market development. Provides grants for selected technology demonstration projects.

REFORESTATION

Reforestation, see Nat Res Forest Management Br

REFRIGERATION

416-965-4188

CCR, OPERATING ENGINEERS BR promotes the safe operation of power plants by examining, certifying and issuing licences to operators of steam, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

REFUSE

Refuse, see Waste

REGIONAL DETENTION CENTRES

Regional Detention Centres, see Correctional Institutions

REGIONAL GOVERNMENT

Regional Government, see Municipalities

REGISTRATION

Registration, see also Licences

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts that require: vaccination of cattle to control brucellosis, licences for livestock community sales, licences of persons involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Issues licences and inspects riding horse establishments, and Pregnant Mare Urine Farms (PMU) for the ultimate production of the hormone estrogen. Licenses those other than

pharmacists & veterinarians, who sell livestock medicine. Requires registration of facilities that use animals for research. Provides grants to municipalities of under 50,000 people to construct or renovate pounds.

416-965-4241

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of businesses that are registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry, and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such businesses are registered.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-7581

CCR, COMPANIES SERVICES BR PARTNERSHIPS REGISTRATION Section deals with registration of partnerships and limited partnerships, proprietorships and registration of corporations style names. Also registers dissolution or withdrawal of these and conducts public searches of documents relating to business ventures.

416-965-2041

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status, registration of corporation securities (mortgages, bonds, debentures). Can supply copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

416-965-1662

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by companies, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-922-3005

CCR, HUDAC NEW HOME WARRANTY PROGRAM. Under the Ontario New Homes Warranty Act which came into effect Dec. 31, 1976, all builders of homes and condominiums must be registered with the HUDAC New Home Warranty Program, a non-profit corporation sponsored by the Housing and Urban Development Association of Canada (Ontario council). The self-financing program provides a warranty that new and previously unoccupied homes and condominiums sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from new home and condominium buyers. Both builders and buyers can appeal Corporation decisions with the Commercial Registration and Appeal Tribunal.

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch, provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost, obliterated or not registered. Does not provide for the creation of new divisions. Provides grants under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of the statutory fee of $3.00 each. Provision is made for correction of errors in registrations. Contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized

to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

416-965-2880
CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (Phone: 965-6550). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (Phone: 965-2877). Investigates complaints about brokers and salesmen of securities and about actions by companies affecting the value of securities (phone: 965-2874). Handles registration of securities dealers, salesmen, underwriters and advisers (Phone: 965-6578).

416-965-2961
CCR, PENSION COMMISSION OF ONTARIO administers the Pension Benefits Act, which includes the registration of all private pension plans covering employees in Ontario. Also seeks to improve the quality and the administration of pensions.

416-965-7655
CCR, PERSONAL PROPERTY REGISTRATION Branch provides the Personal Property Security Registration System (PPSR) in which the lender of money can record security interests in personal property when the property is sold 'on time' or pledged as security for a loan. System also provides an inquiry capability so that a third person can protect himself from security interests when buying personal property or accepting it as a collateral for a loan. Inquiry can be made through owner's name or motor vehicle serial number. Inquiries can be made by telephone for Deposit Account Holders or in person and by mail upon payment of a fee. For information contact local PPSR branch. In Toronto call 965-7359. System serves the financial community, automobile dealers and the public. The document creating the security interest is a security agreement (includes chattel mortgage, conditional sale contract, assignment of book debts). The document that is registered is a financing statement.

416-965-3248
CCR, PROPERTY LAW PROGRAM, Legal & Survey Standards Branch, performs statutory functions of Director of Titles: responsible for legal quality of land registration records, drafts amendments to the regulations under the Land Titles Act, the Registry Act, the Condominium Act, the Boundaries Act and the Certification of Titles Act. Processes

applications of title and for conversion of title from the land registry to the land titles system.

416-965-2504
CCR, REAL ESTATE AND BUSINESS BROKERS ACT ensures protection of Ontario consumers through registration of real estate and business brokers and salesmen. Before foreign land can be sold in Ontario, sellers must provide prospective buyers with accurate description of property and terms of sale. Description is checked for accuracy by inspectors. Contact Queen's Park or regional office.

416-965-6644
CCR, REGIONAL PROPERTY REGISTRATION Branches I and II (965-6644 and 965-9008, respectively) operate land registry offices throughout Ontario where documents for real property (land) and personal property titles are registered and recorded. Registration records may be examined for a fee. In Toronto land registry offices are located at New City Hall with these telephone numbers: Toronto and York Land Titles, 965-5248; Toronto Registry, 965-7553; Toronto Boroughs and York South Registry, 965-7588. Discharging a mortgage is normally done through a lawyer who prepares the document. The discharge is then registered with the local land registry office. There is a land registry office in each county or district.

416-965-1318
CCR, TRAVEL INDUSTRY ACT, to protect the financial interests of Ontario travellers, and to ensure ethical conduct and good travel service, requires the registration of travel agents and travel wholesalers. Complaints are investigated. Contact Queen's Park or regional offices.

REGULATIONS

Regulations, see Att Gen Legislative Counsel Services

REHABILITATION

416-965-7661
AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves people in the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

COMM SOC, AREA AND DISTRICT OFFICES throughout Ontario deliver the Ministry's programs to the community. Executive Directors in two area offices provide broad coordination and deliver those programs that cannot be made available at every District Office. Nineteen District Offices are responsible for the delivery of such programs as Family Benefits, Vocational Rehabilitation, Day Nurseries, etc. District offices are involved with local social planning, and work closely with social agencies in the community and with other ministries and other levels of government. Contact area or district offices.

416-965-5006

COMM SOC, CAPITAL & ADMINISTRATIVE SERVICES BR provides technical expertise and consultative services to municipalities and non-profit organizations that want to establish facilities for rehabilitation, residential and social services under various Acts administered by the ministry. Maintains statistics on existing facilities. Carries out inspection program for fire and other safety measures in all ministry institutions and those operated under the above Acts. Contact district offices. Also supplies the ministry with administrative services. For a description of functions see first entry under administrative services.

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services. Capital and operating grants are available to approved sheltered workshops. Operating and debt retirement assistance available for half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single mothers, permanently unemployable fathers, foster children, etc.).

416-965-5975

CORR SERV, PLANNING AND RESEARCH BR conducts corrections research to develop policy and long-range planning for correctional institutions, training schools and other correctional facilities. Evaluates effectiveness of ministry rehabilitation programs. With research advisory committee, reviews all applications from outside investigators to obtain access to inmates, records and staff of correctional institutions. Also reviews requests for grants for research in the corrections field.

416-965-6424

CORR SERV, VOLUNTEER PROGRAMS BR coordinates the recruiting, screening, training and supervision of volunteers who are involved in both the adult and juvenile rehabilitation programs of the ministry. Volunteers are active in adult institutions, detention centres, jails, juvenile training schools and with both adult and juvenile probationers, parolees and wards of the ministry. There are opportunities for volunteer participation in most areas of the province.

416-965-8045

HEALTH, CONSULTING SERVICES BR. Staffed by professionals representative of actual providers of personal health care, the branch provides the ministry with expertise and guidance in this field and similarly advises and guides all components of the health care system. On staff are medical, psychology, nursing, allied health disciplines, occupational therapy, physiotherapy, speech pathology & audiology, rehabilitation and social work consultants. They participate in Committees, Working Groups or Task Forces which prepare recommendations for ministry health care policies. The branch is also responsible for the management of these programs: Adult Community Mental Health, Alcohol & Drug Abuse, Home Care (allows an insured Ontario resident to have treatment at home upon recommendation of a doctor), Extended Health Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) that attracts physicians to practise in rural and isolated communities.

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT PROGRAM provides prescribed drugs free of charge to senior citizens (65 yrs. or older) who have resided in Ontario for the past 12 months. In addition, persons receiving Family Benefits Act (FBA) & General Welfare Act (GWA) assistance are eligible, as well as those receiving vocational rehabilitation assistance, Homes For Special Care and Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to the drug benefit. Federal

Old Age Security (OAS) pensioners automatically get this card, but those over 65 who are not OAS pensioners must apply. Application forms available at most pharmacies or by writing to: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly drug benefit cards. To be approved, drugs must be listed in the Drug Benefit Formulary which provides quality and cost control; prescribed by a doctor or a dentist; and obtained in Ontario.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. A claimant who does not agree with a WCB decision may appeal his or her case. In addition, the Board underwrites the educational programs of nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre (H&RC) is in Downsview (Northwest Toronto). The Board maintains two information offices in Toronto and area offices in eight other Ontario cities. The WCB reports through the Minister of Labour to the Legislature. Contact Head Office or area offices.

REMOTE SENSING

416-965-4538

NAT RES, SURVEYS & MAPPING BRANCH B. The Branch provides topographical and cadastral descriptions of the land base. A Task Force on Geographic Referencing will define one comprehensive system to allow rapid, visual geographic correlation of physical properties, resources, legal status, etc. of provincial land. The Ontario Centre for Remote Sensing (965-8411) serves the provincial government by providing special-mission aerial photography, interpretation of air-borne and space-borne imagery. Provides remote sensing information to the public. The Ontario Geographic Names Board (965-6515) maintains geographical nomenclature of provincial and federal maps, charts, etc. Controls and regulates official names and naming of geographical features, unincorporated populated places, localities and other topographic entities in Ontario. Consults with federal and municipal governments on related activities. Arbitrates geographic names issues and directs toponymic research. See also Nat Res Surveys & Mapping Branch (A) for other activities.

416-248-3248
TR & COMM, SURVEYS AND PLANS OFFICE, Highway Engineering Div provides the ministry with: aerial and ground surveys relative to remote sensing, computer graphics, photogrammetric plans, cartographic maps, legal survey plans and documents. Maps are also available to the public. Contact regional or district offices.

RENT REVIEW

416-923-1199
CCR, RENT REVIEW. Ontario's Residential Premises Rent Review Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile home sites and some rent-geared-to-income units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review landlord and tenant filed application forms regarding rent increases. If decision of Rent Review Officer is unsatisfactory, an appeal may be made to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

RENT SUPPLEMENT PROGRAM

Rent Supplement Program, see Housing Community Housing Division B.

RENT-GEARED-TO-INCOME

416-923-1199
CCR, RENT REVIEW. Ontario's Residential Premises Rent Review Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile home sites and some rent-geared-to-income units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review landlord and tenant filed application forms regarding rent increases. If decision of Rent Review Officer is unsatisfactory, an appeal may be made to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

416-965-9652
HOUSING, COMMUNITY HOUSING DIVISION (B). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches:

South-West (965-9652), Central-East (965-9640) and North (965-9045). Under the Rent Supplement Program private landlords offer up to 25% of units to house tenants selected from Ontario Housing Corporation (OHC) waiting lists. Tenant pays rent-geared-to-income, OHC pays subsidy to landlord. Under the Private Assisted Rental Program, private landlords design, construct, own and operate the project. Landlord makes available for a minimum of 15 years up to 100% of the units for rental to applicants from OHC waiting lists. Tenant pays rent-geared-to-income. Tenant applicants in Metro Toronto contact Housing Registry, 965-9915. Elsewhere contact local OHC office or Housing Authority. See also Housing, Community Housing Division (A) for information on other programs.

416-965-9733

HOUSING, OHC, HOUSING OPERATIONS BR (Ontario) provides direction to 46 Housing Authorities and 20 Direct Management Operations in all matters relating to Ontario Housing Corporation's (OHC's) rent-geared-to-income program. Low income housing, as the program has come to be known, is available in all major cities and most towns throughout Ontario. Applications are made to the local housing manager. In Metro Toronto, the Housing Operations Branch (Metro), tel. 965-9434, is responsible for the same activity.

416-965-9098

HOUSING, OHC, MAINTENANCE ENGINEERING Br is responsible for the design and construction for modernization and improvement, and to advise on maintenance matters for Ontario Housing Corporation (OHC) rent-geared-to-income buildings.

416-965-9868

HOUSING, OHC TENANT PLACEMENT accepts and processes applications for rent-geared-to-income housing within Metropolitan Toronto. Applications accepted in person or by mail addressed to Housing Registry, Ontario Housing Corporation, 101 Bloor St. W., Toronto (tel. 965-9915). Applicants must have 12 months residency within Metro Toronto in the past 5 years. Rent-geared-to-income program provides accommodation for families but will consider senior citizens and persons with permanent disability. Housing is offered to families in greatest need when vacancies occur.

REPORT OF PROVINCIAL PARLIAMENT

Report of Provincial Parliament, see Hansard.

RESEARCH

Research, see topic of research, e.g. Agricultural Research.

RESIDENTIAL REHABILITATION ASSISTANCE PROGRAM

Residential Rehabilitation Assistance Program, see Housing, Community Renewal Br (A).

RESIDENTIAL TREATMENT

Residential Treatment, see also Homes for Special Care

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS provides individual groups and social agencies with grants and assistance in planning, construction, purchase of facilities and long term development of residential treatment services such as substitute homes, maternity homes for unwed mothers and a few homes for the retarded and physically handicapped. Homes treat emotionally disturbed children and youth, drug abusers and delinquents to help them become self-reliant. Also licenses these institutions. Contact district office.

RESORTS

Resorts, see Tourism

RESOURCE RECOVERY

416-636-8015

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive waste management program including new procedures for resource recovery and recycling. Provides municipalities with assistance and guidance in the economic development of waste management systems. Provides technical services, supervision and financial management required in the planning and construction of resource recovery facilities. Operates full scale experimental resource recovery plant for technology research and market development. Provides grants for selected technology demonstration projects.

RESPIRATORY DISEASES

416-965-2528

HEALTH, CLINIC SERVICES BR Chest Disease Service (965-2301) provides diagnostic services and ambulatory treatment for tuberculosis and other respiratory diseases through district chest clinics. Conducts chest examination of miners. Also processes applications of prospective immigrants with chest problems.

RETAIL BUSINESS

SOL GEN, RETAIL BUSINESS HOLIDAYS ACT came into force Jan. 1, 1976 to provide for common days of rest on which retailing is kept to a minimum and leisure time activity is encouraged. It requires Ontario retail establishments to close each Sunday, New Year's Day, Good Friday, Victoria Day, Dominion

Day, Labour Day, Thanksgiving Day, Christmas Day & Boxing Day. Certain business establishments are exempt. Some remain open: if they meet requirements as to floor space & number of people serving the public, depending on type of goods & services sold, on a Sunday if they are closed Saturday. A Municipal Council may pass a by-law exempting an establishment from closing where it is essential to the tourist industry in its jurisdiction. The law is enforced by the police. If faced with a legal problem or in order to get an authoritative interpretation of the law, refer to the Act or consult a lawyer. The Act is available from: Ontario Government Bookstore, 880 Bay St., Toronto (965-2054).

RETAIL SALES TAX

416-965-5772

REVENUE, RETAIL SALES TAX BR administers the collection of Retail Sales Tax by Ontario vendors. This tax is paid at the time of purchase on certain goods consumed in Ontario. The branch operates district offices throughout Ontario which register vendors, issue vendors permits and provide information concerning tax exempt items and other aspects of the tax, as well as carrying out periodic audits. Tax under the Race Tracks Tax Act is also collected by the branch. In Metro Toronto, call 487-7161. In other regions, refer to Appendix of this book for local telephone numbers and addresses.

RETARDATION

Retardation, see also Retarded, also Mentally Incompetent

416-965-8455

COMM SOC, MENTAL RETARDATION COMMUNITY RESOURCES BR provides funding and program support for community-based programs in accommodation support and demonstration projects for the mentally retarded. These services are administered by local organizations, particularly local associations for the mentally retarded. Contact local Mental Retardation Coordinator in district office.

416-965-5130

COMM SOC, MENTAL RETARDATION COMMUNITY SERVICES DEVELOPMENT Br is responsible for two programs. Adult Protective Services, with workers (District Working Groups), coordinates and monitors on an individual basis, social support services to enable mentally retarded adults to become self-sufficient in the community setting. Mental Retardation Coordination provides a coordinator in each district to serve as a link between the district's working group and the government. Contact district office.

416-965-6231
COMM SOC, MENTAL RETARDATION FACIITY SERVICES Division operates facilities and funds facilities operated by a Board of Directors for mentally retarded and multiply handicapped children and adults. Licenses approved homes which operate under the supervision of the above government facilities. Contact district office.

416-965-6237
COMM SOC, MENTAL RETARDATION RESIDENTIAL & CONSULTING SERVICES BR provides a full range of programs and services for the mentally retarded in community or Board (of Directors) operated facilities under the Developmental Centres Act, 1974. Provides diagnostic and assessment services for the mentally retarded in community or board operated Diagnostic and Assessment Centres. Provides administrative, professional and service-oriented consulting services to mental retardation facilities operated by the Ministry.

416-965-6211
COMM SOC, TRAINING & STAFF DEVELOPMENT BR ensures competence of ministry staff through three sub-units. Area Staff Development Offices throughout Ontario maintain liaison with ministry district offices and mental retardation facilities to identify and respond to staff training needs. Officers also serve related social agencies such as Children's Aid Societies and municipal social services. The Human Resource Unit assesses ministry manpower needs and recommends social welfare training requirements to the Industrial Training Br, Ministry of Colleges and Universities. Program Design Implementation Unit designs and delivers training programs.

416-965-5081
HEALTH, HOMES FOR SPECIAL CARE PROGRAM, Psychiatric Hospitals Branch, licenses and inspects Homes for Special Care which provide nursing home and residential home care for former patients of Ontario psychiatric hospitals and mental retardation centres. Contact local psychiatric hospital.

RETARDED

Retarded, see also Retardation, also Mentally Incompetent

416-362-1331
ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed

Executor under a will. The Public Trustee is authorized to accept private trusts, Power of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-2663

EDUC, SPECIAL EDUCATION BR provides educational programs for some exceptional children outside the normal school structure in Ontario schools for the blind and deaf and in 12 developmental centres schools for the retarded and emotionally disturbed. Operates Belleville Teacher Education & Media Centre to train teachers of the deaf. School boards may use resources of these schools and special education officers in assessment, counselling, teacher training and for teaching materials. Advises special education officers and recommends program policy for exceptional students in local schools. In cases of children with learning disabilities, the branch provides counselling, resources and general guidelines to school boards for the school boards' programs within the school system. Coordinates Ministry summer courses for teachers in special education.

RETIREMENT

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private groups, develops policy on and subsidizes local residential care, extended health care, Homes for the Aged and social services for senior citizens. Assists in community outreach programs e.g. meals-on-wheels, day care, vacation care. Other programs include: operating grants for Elderly Persons Centres and senior volunteers. Helps people in retirement planning. Conducts Long-Term Study on Aging (LSA) (phone 965-5103). Provides grants for aging research and facilities, including the J. W. Crane Memorial Library of Geriatrics and Gerontology, phone 367-8867. Contact district office.

416-226-2700

EDUC, TEACHERS SUPERANNUATION COMMISSION provides pensions for teachers upon retirement or early retirement because of physical or mental disability. Also provides income to widowed spouse or orphans of a deceased teacher.

RETRAINING

416-965-7661

AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under

federal-provincial rural development agreement, serves people in the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial (Manpower) training programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact regional Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Manpower Centre. OCAP Administration Office in Queen's Park is at 965-0668.

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR, in addition to the information service function of explaining and publishing material on ministry programs, answers questions from students, guidance counsellors and parents about the Ontario Student Assistance Program (OSAP), admission requirements to post-secondary programs, colleges and universities, including apprenticeship programs. Maintains statistics (Tel. 965-5477) on full and part-time post-secondary instruction in colleges and universities, manpower retraining, apprenticeship training, private vocational schools. Provides statistical data service for the Legislature to supplement policy, planning and administrative activities of the ministry, and provides the ministry with research consulting and advisory services. It is responsible for the library (965-1451) that serves the ministry, other government agencies and others through interlibrary loans.

REVENUE

Revenue, Ministry of, see REVENUE Branch Name

REVENUE ADMINISTRATIVE & FINANCIAL SERVICES BR 416-965-2907

REVENUE, ADMINISTRATIVE & FINANCIAL SERVICES BR. Administration Section (965-2907) provides the ministry with administrative services. For a description of functions see first entry under administrative services. Finance Section

(965-1706) performs the financial service and accounting functions. For a description of activities see first entry under accounting or financial management.

REVENUE ASSESSMENT FIELD OPERATIONS BR **416-965-1681**
REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices in Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of school supporters, and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

REVENUE ASSESSMENT STANDARDS BR **416-965-5189**
REVENUE, ASSESSMENT STANDARDS BR. The Ministry of Revenue, under the Assessment Act, assesses the value of real property in Ontario, which assessment local governments use as basis for property taxation. The Assessment Standards Branch: develops, maintains and implements valuation methods; standardizes valuation procedures; provides training of assessment personnel (Tel. 965-3905). Conducts related technical research (965-3305).

REVENUE AUDIT SERVICES BRANCH **416-965-5275**
REVENUE, AUDIT SERVICES BR is responsible for the Ministry's audit function. For a description of the function, see the first entry under audit.

REVENUE COMMUNICATIONS GROUP **416-965-2099**
REVENUE, COMMUNICATIONS GROUP provides information service concerning programs and policies to the media, the public and internal branches. Prepares informative literature, news releases, speeches and minister's statements on request. Participates in development of Ministry bilingual programs. Maintains a newspaper clipping service and manages Ministry advertising. For description of information services function, see first entry under information service.

REVENUE CORPORATIONS TAX BR **416-965-5403**
REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a

corporation voluntarily. Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives refunds of corporation and land taxes. For information on Land Transfer Tax and Land Speculation Tax, call 965-1774.

REVENUE GASOLINE TAX BR **416-965-6352**
REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, aviation fuel, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors.

REVENUE GUARANTEED ANNUAL INCOME SYSTEM **416-965-8470**
REVENUE, GUARANTEED ANNUAL INCOME SYSTEM (GAINS-A) Program was introduced in July, 1974 to provide a basic income for qualifying residents age 65 and over. A multilingual Information Centre on the GAINS-A program for senior citizens can be reached by calling 965-8470 in Metro Toronto. Outside Metro ask the Operator for Zenith 8-2000 (toll-free).

REVENUE LEGAL SERVICES BR **416-965-1264**
REVENUE, LEGAL SERVICES BR provides legal services for the Ministry of Revenue. For a description of branch activities, see first entry under legal services.

REVENUE MANAGEMENT SYSTEMS BR **416-965-5891**
REVENUE, MANAGEMENT SYSTEMS BR is responsible for planning and coordinating the systems, procedures and management consulting services to the Ministry. Provides skilled personnel for project teams with other branches and access to facilities which meet the needs of the user branch. Ensures adherence to appropriate technical standards including proper documentation, security arrangements for ministry systems and computer programs.

REVENUE ONTARIO TAX CREDIT SYSTEM **416-965-8470**
REVENUE, ONTARIO TAX CREDIT SYSTEM Information Centre provides multilingual assistance to Ontario residents in completing their Ontario Tax Credit form and claiming their property, sales, pensioner and political contributions tax credits when filing their federal personal income tax forms. The first three credits are available regardless of income tax payable; the last only to those who donated to Ontario registered parties, candidates & constituency associations. Residents outside Metro Toronto may call the Centre free of charge by asking Operator for Zenith 8-2000. In Metro Toronto, call 965-8470. General inquiries re Federal Tax should be referred to district offices of the Federal

Department of National Revenue; in Toronto call 869-1500.

REVENUE PERSONNEL SERVICES BR **416-965-1788**
REVENUE, PERSONNEL SERVICES BR performs the personnel functions for the Ministry of Revenue. For a description of branch activities, see first entry under personnel.

REVENUE PROV OF ONTARIO SAVINGS OFFICE **416-965-1791**
REVENUE, PROV OF ONTARIO SAVINGS OFFICE provides general savings bank services to the public in branches throughout the province. The Province of Ontario Savings Office deposits funds in excess of day-to-day requirements with the Consolidated Revenue Fund.

REVENUE RETAIL SALES TAX BR **416-965-5772**
REVENUE, RETAIL SALES TAX BR administers the collection of Retail Sales Tax by Ontario vendors. This tax is paid at the time of purchase on certain goods consumed in Ontario. The branch operates district offices throughout Ontario which register vendors, issue vendors permits and provide information concerning tax exempt items and other aspects of the tax, as well as carrying out periodic audits. Tax under the Race Tracks Tax Act is also collected by the branch. In Metro Toronto, call 487-7161. In other regions, refer to Appendix of this book for local telephone numbers and addresses.

REVENUE REVENUE RESEARCH BR **416-965-2923**
REVENUE, REVENUE RESEARCH BR prepares, for ministry use only, management information and statistics on tax administration. Undertakes special studies on tax research matters, Revenue Division planning, legislation control.

REVENUE SHARING COMMITMENT
416-965-3505
TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal grant structure, including deconditionalizing of various specific grants. Develops budget options for assistance to local government and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for unconditional grants. Administers all unconditional grants, valued at over $400 million in 1977. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

REVENUE SPECIAL INVESTIGATIONS BR **416-965-7767**

REVENUE, SPECIAL INVESTIGATIONS BR investigates cases of deliberate tax evasion and prosecutes such cases as warranted.

REVENUE SUCCESSION DUTY BR **416-965-1700**

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation Tax (965-1774).

REVIEW BOARDS

Review Boards (health), see Health Health Boards Secretariat

RIDING

Riding, see Electoral District.

RIDING TRAILS

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION in Morrisburg maintains and operates parks, campgrounds and historic sites in the St. Lawrence Seaway valley. The St Lawrence Parks Commission has other facilities such as wildfowl sanctuary, maple syrup bush, riding trails, nature trails, marina, Upper Canada Golf Course, railroad museum, Loyalist Memorials, Upper Canada Village and Old Fort Henry. Student tours to last two attractions can be pre-arranged. The Commission has facilities for winter recreation, such as cross country skiing, snowmobiling, Horse-drawn sleigh rides, skating, tobogganing, snow-shoeing.

RIGHTS-OF-WAY

416-248-3665

TR & COMM, MAINTENANCE BR develops and implements standards, policies and procedures for maintenance of roads and highways, including landscape, structures and electrical devices on highway rights-of-way. Monitors maintenance operations to ensure compliance with standards. Prepares and controls annual maintenance budget, including day labour construction. Prepares landscape design. Prepares policy and administers permits for signs and buildings on highway rights-of-way. Manages fleet of vehicles and equipment for the Ministry, and guides garage personnel on fleet management.

416-248-3238

TR & COMM, OPERATIONS, REGIONAL OPERATIONS operates the Provincial Roads System by performing design, maintenance and

construction activities. Administers subsidy programs to municipalities and regional governments for their road maintenance and construction programs. Controls highway rights-of-way by purchasing property, issuing building permits, entrance permits and permits for the erection of advertising signs. Contact regional or district office.

RIVER BASINS

River Basins, see Basins

RIVERS

Rivers, see also Lakes, Streams, Watersheds, Water

416-965-1271

NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, mercury levels, lamprey, frog, turtle and snake identification, fish hatcheries, fish sanctuaries, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The Branch can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides: information on boating restriction regulations and Small Craft Harbours, and liaison with the Federal government on these matters (965-7887). Contact district offices.

ROAD CLOSING

Road Closing applications, see Housing, Operations & Development Control Br.

ROADS

Roads, see also Highways

416-248-3661

TR & COMM, DESIGN & CONSTRUCTION BR develops policy to administer provincial roads and highways construction

program. Reviews, updates and develops new design policies, procedures, specifications, standards and technology for use by the regional designers, and monitors and analyzes their application. Supplies special engineering design services and detailed design of electrical facilities for ministry projects. Reviews contract documents, prepares them for advertising; processes contract awards and monitors contract payments. Monitors regional offices to ensure that policies and procedures for administering construction contracts are met.

416-248-3665

TR & COMM, MAINTENANCE BR develops and implements standards, policies and procedures for maintenance of roads and highways, including landscape, structures and electrical devices on highway rights-of-way. Monitors maintenance operations to ensure compliance with standards. Prepares and controls annual maintenance budget, including day labour construction. Prepares landscape design. Prepares policy and administers permits for signs and buildings on highway rights-of-way. Manages fleet of vehicles and equipment for the Ministry, and guides garage personnel on fleet management.

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways; for the purchase of capital assets; and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transit services (248-3785). Develops planning policies for provincial highways system, and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airports system and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities, and is involved in public participation programs in ministry projects (248-3931).

416-248-3238

TR & COMM, OPERATIONS, REGIONAL OPERATIONS operates the Provincial Roads System by performing design, maintenance and construction activities. Administers subsidy programs to municipalities and regional governments for their road maintenance and construction programs. Controls highway rights-of-way by purchasing property, issuing building permits, entrance permits and permits for the erection of

advertising signs. Contact regional or district office.

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry, including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials, and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & Comm regional or district offices.

416-248-3938

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics; i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving; i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highway lighting design, implication of energy future, etc.

ROCK

416-965-1337

NAT RES, MINERAL RESEARCH BR will identify a sample of rock, minerals or ore as well as give detailed chemical and petrographic analysis of assay of mineral samples. Also examines till, sand, silt and gravel. Organizes tours for educational and other groups. Provides geological, prospecting, exploration, processing and metallurgical information. Conducts research into proper conservation and utilization of mineral resources. Branch serves mining and exploration companies, geologists, engineers, prospectors and agencies such as the Ontario Research Foundation.

ROYAL BOTANICAL GARDENS

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses for children and adults on horticulture and botany, design with plant material, to credit courses at universities. The Royal Botanical Gardens also offers the public extensive information on, and identification of, ornamental plants, native plants, poisonous plants, edible and poisonous mushrooms, and ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

ROYAL CANADIAN LEGION

416-965-4891

COMM SOC, SOLDIERS AID COMMISSION provides emergency welfare assistance to eligible war veterans and/or their dependents who are in need. Administers trust funds accruing from bequests. Contact Commission or closest branch of the Department of Veterans Affairs (DVA) or Royal Canadian Legion.

ROYAL COMMISSION ON ELECTRICAL POWER PLANNING 416-965-2111

ROYAL COMMISSION ON ELECTRICAL POWER PLANNING was established in 1975 to inquire into the long-range planning of Ontario's electric power system. It will examine the long-range planning concepts of Ontario Hydro and relate them to the the broad range of provincial planning, the use of electrical energy and to environmental, energy and socio-economic factors. The Commission funds several interest groups for research activities. One of these is the Public Interest Coalition on Energy Planning (965-1398) which assists individuals and groups with submissions, research, etc. if they do not want to contact Commission directly. To obtain materials and submissions from previous hearings, contact the Royal Commission office at 14 Carlton Street, 7th Floor, Toronto, M5B 1K5.

ROYAL ONTARIO MUSEUM

Royal Ontario Museum, see also Cult & Rec Festival Ontario.

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Sigmund Samuel Gallery of Canadiana at 14 Queen's Park Crescent West and the McLaughlin Planetarium, is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts and archaeology, sciences (e.g. botany, geology, entomology, ornithology). The departments identify

objects related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Phone for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, film library and archives, Senior Citizens Club, Explorer's Club and Saturday Morning Club for children. The Royal Ontario Museum (ROM) is located at 100 Queen's Park Cres. in Toronto.

RURAL & NATIVE HOUSING PROGRAM

Rural & Native Housing Program, see Housing Community Housing Division A.

SAFETY

416-965-7627

CCR, ENERGY SAFETY BR strives to prevent loss of life, bodily injury and property damage by controlling hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-4061

HEALTH, INSPECTION BR X-RAY INSPECTION Service administers the regulation respecting X-Ray safety by registering owners of equipment designed to produce X-Rays, approving plans for permanent locations and making safety inspections of such. Provisions of the regulation also apply to the healing arts as well as certain areas in industry and research. Acts as information or referral agency for questions about the use of radioactive material.

416-965-6101

LABOUR, LABOUR RESEARCH BR provides information on wages, labour relations, safety, collective bargaining, work conditions, unemployment. Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (Phone: 965-6886). Maintains a library containing labour related material (Phone: 965-1641).

416-965-6111

LABOUR, LABOUR SAFETY COUNCIL advises the Minister of Labour on matters involving the safety and health of workers. Maintains an extensive safety information service on applied safety research, national and international standards, safety techniques and safety legislation in North America. Provides information on request.

416-965-8510

LABOUR, MINES ENGINEERING BR reviews, advises on and approves pre-development plans of new mining and metallurgical companies in compliance with Ontario Government legislation protecting the health and safety of employees. Ensures that the operations of mines and plants are carried out in a safe and orderly way. Investigates accidents and complaints. Trains mine rescue personnel. Tests hoist cables. Contact Queen's Park or district offices.

416-965-4125

LABOUR, OCCUPATIONAL SAFETY BR is concerned with protecting the health and safety of employees in industry (including the timber industry) and in construction including work on buildings, streets, sewers, watermains, underground work and work under compressed air (965-7161). The branch sets and ensures standards, reviews drawings and provides educational and consultative services. Publications are available. Contact Queen's Park or district offices.

416-965-8710

LABOUR, STAFF BR acts in an advisory capacity on occupational safety (construction and industrial), mining safety and occupational health; formulates legislation and procedures, maintains files, collects and manually tabulates statistics, and does research on occupational hazards as a service to the Minister of Labour and inspectional branches.

416-592-5111

ONTARIO HYDRO supplies electricity to the people of Ontario indirectly through 353 associated municipal utilities, and directly to more than 750,000 rural customers. The Ontario Hydro Electrical Inspection Program (Tel. 592-3721) provides technical guidance to consultants, contractors, architects, manufacturers and customers on problems concerning installation of electrical equipment and adherence to the Electrical Safety Code Book. Its Rural Electrical Service and Billing Inquiry Program (Tel. 592-3731) answers inquiries on service policy and practices from rural clientele. Ontario Hydro reports to the Legislature through the Ministry of Energy.

416-965-4871

SOL GEN, OFFICE OF THE FIRE MARSHAL assists municipalities in establishing municipal fire departments including training of personnel and conducting fire protection technology courses; develops fire prevention by-laws; prepares specifications for fire apparatus and equipment; conducts municipal fire protection surveys and fire department promotional examinations (965-4858). Approves plans for institutional

and public buildings as well as hotels; administers Lightning Rods Act; consults with governments and architects on major fire problems; supports fire codes and statutes committees (965-4851). Investigates causes of incendiary, large loss & fatal fires, gaseous explosions; assists Crown attorneys and coroners (965-4861). Promotes public safety programs; publishes fire loss statistics and technical, legal, instructional and fire prevention literature (965-4871). Film library loan service available. Advisory and investigation services are provided from Toronto and district offices. Contact local fire department for fire fighting and prevention.

416-965-4474

SOL GEN, OPP, COMMUNITY SERVICES BR administers safety and crime prevention programs. Provides public relations and information service for the Ontario Provincial Police force. To contact Complaints Bureau, call 965-0282.

416-248-7154

TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through five Regional and thirteen District Offices in Ontario, serves the public by administering programs for the examination of drivers and for the safety and mechanical fitness inspection of vehicles. Driver licensing involves examination of applicants for operator's licences, chauffeur's licences, motorcycle licences, and for authority to drive a school bus. Issues annual, project, single trip and farm permits. Contact regional or district offices. In Metro Toronto, call Central Region, 248-7163.

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry, including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials, and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & Comm regional or district offices.

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Commercial Vehicles Operations & Safety Program studies:

vehicle stability, braking and handling including effects of mechanical and structural condition, as related to operational performance and safety; impact of new vehicle standards and provincial highway regulations on safety; driver characteristics and commercial vehicle accidents data and statistics.

416-248-3938

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics; i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving; i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highway lighting design, implication of energy future, etc.

SAINTE MARIE AMONG THE HURONS

705-526-7838

CULT & REC, HURONIA HISTORICAL PARKS. The Ministry of Culture and Recreation operates and maintains historic sites at Midland (Sainte Marie Among the Hurons) and Penetang (Historic, Naval and Military establishments). Ste. Marie Among the Hurons has been reconstructed on its original site and is open to the public as an historical exhibit. The Naval and Military Establishments have been restored and partially reconstructed, and are open to the public as an historical attraction. Both parks are maintained and operated to promote an appreciation of the Indian, French and British themes in the history of the Huronia area through public visitation. Both sites have interpretive and demonstration programs and are staffed by interpretive and maintenance staff. Contact Huronia Historical Parks, Midland, Ontario (Tel. 705 526-7838).

SALARY

Salary, see Wages

SALES TAX

Sales Tax, see Retail Sales Tax.

SALESMEN

Salesmen, see also Itinerant Sellers

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

416-965-3025

CCR, MOTOR VEHICLE DEALERS BR registers dealers and salesmen of new and used motor vehicles. Investigates complaints received in writing concerning transactions relating to the purchase and sale of motor vehicles. Contact Queen's Park or Regional Office.

416-965-2880

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (Phone: 965-6550). Processes

mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (Phone: 965-2877). Investigates complaints about brokers and salesmen of securities and about actions by companies affecting the value of securities (phone: 965-2874). Handles registration of securities dealers, salesmen, underwriters and advisers (Phone: 965-6578).

416-965-2504

CCR, REAL ESTATE AND BUSINESS BROKERS ACT ensures protection of Ontario consumers through registration of real estate and business brokers and salesmen. Before foreign land can be sold in Ontario, sellers must provide prospective buyers with accurate description of property and terms of sale. Description is checked for accuracy by inspectors. Contact Queen's Park or regional office.

SALMONELLOSIS

Salmonellosis, see Health Community Health Protection Br Veterinary.

SALTFLEET

Saltfleet, see Housing Project Planning & Evaluation

SAND

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) conducts land acquisition for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing of prospector's licences, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown lands. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls, carries out forfeiture process for patented mining lands.

416-965-1337

NAT RES, MINERAL RESEARCH BR will identify a sample of rock, minerals or ore as well as give detailed chemical and petrographic analysis of assay of mineral samples. Also examines till, sand, silt and gravel. Organizes tours for educational and other groups. Provides geological, prospecting, exploration, processing and metallurgical information. Conducts research into proper conservation and utilization of mineral resources. Branch serves mining and exploration companies, geologists, engineers, prospectors and

agencies such as the Ontario Research Foundation.

SCHOLARSHIPS

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance to Ontario students studying at colleges and universities. Administers three programs based on financial need: the Ontario Student Assistance Program - Canada Student Loan (OSAP - CSL); Ontario Student Loan (OSL); and Ontario Special Bursary (OSB). The assistance may come as loans or grants. The branch also awards fellowships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships, and has programs for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, Summer Language Bursary and Interprovincial Second Language Monitor Program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

416-965-2609

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of elementary & secondary school teaching certificates (965-2600); evaluation of teaching qualifications (965-6126); evaluation of academic qualifications, including those of Ontario landed immigrants (965-1357); admission of teachers to Ministry summer courses (965-4487); secondary school diplomas, scholarships (965-7291); secondary school bursaries (965-6126); transcripts of student records (965-5384); transcripts of teacher training courses (965-2600); and inspection of private schools (965-6802). The Branch evaluates foreign education documents at the elementary and secondary school levels for employment and study purposes.

SCHOOL BOARDS

416-965-6669

EDUC, EDUCATION DATA PROCESSING BR provides the ministry with data processing services and, through a cooperative remote job entry network, to a broad segment of the provincial educational community. Designs and maintains systems for the ministry, some boards of education and schools. Systems include: the Student Guidance Information Service which offers career and educational planning information to students, the Student Scheduling System to test the viability of class scheduling timetables, the Personnel Payroll Administration System for school boards.

416-965-3155

EDUC, LANGUAGES OF INSTRUCTION COMMISSION of Ontario was established to help resolve disputes between school boards and parents over the provision of education programs in the language of a minority group, French or English as the case may be.

416-965-2667

EDUC, PROFESSIONAL DEVELOPMENT BR administers summer courses for teachers (965-2664). Coordinates teachers' winter courses which are sponsored by local school boards and approved by regional offices (965-2450). Arranges teacher and school board personnel exchange programs within Ontario and across Canada, (965-9667). Administers examination of supervisory officers after completion of pre-service and in-service training (965-9672). Provides financial assistance for French language professional development activities for teachers (965-9667). Provides staff training and development to ensure improvement and advancement of Ministry personnel (965-2680).

416-965-5606

EDUC, REGIONAL SERVICES inform school systems about Ministry programs and policies and ensure that policies are carried out. Inform the Ministry about activities and issues in school systems; make recommendations for action and policy formulation. Assist school boards to develop means of evaluating their programs; offer program administration support to those boards whose size precludes an administrative structure. Maintain liaison with the public, universities, faculties of education, other ministries and related bodies. There are nine Regional Services Offices in Ontario.

416-965-3141

EDUC, RESEARCH & EVALUATION BR disseminates education research results to school boards and to the public. Provides grants for educational research proposed by qualified researchers in Ontario educational organizations (phone: Toronto 965-3141). Publishes research findings on Ministry research contracts and grants through the Ontario Government Bookstore. Develops and coordinates educational evaluation systems.

416-965-2947

EDUC, SCHOOL BUSINESS & FINANCE BR sets standards for, advises on, and supervises audits of school boards. Determines how provincial grants to local boards will be distributed. Provides architectural advice to all boards and to ministry on building needs, for construction of elementary

and secondary schools. Conducts research in energy conservation in schools.

416-965-2663

EDUC, SPECIAL EDUCATION BR provides educational programs for some exceptional children outside the normal school structure in Ontario schools for the blind and deaf and in 12 developmental centres schools for the retarded and emotionally disturbed. Operates Belleville Teacher Education & Media Centre to train teachers of the deaf. School boards may use resources of these schools and special education officers in assessment, counselling, teacher training and for teaching materials. Advises special education officers and recommends program policy for exceptional students in local schools. In cases of children with learning disabilities, the branch provides counselling, resources and general guidelines to school boards for the school boards' programs within the school system. Coordinates Ministry summer courses for teachers in special education.

416-965-2060

EDUC, SUPERVISION & LEGISLATION BR, LEGISLATION Section, besides providing legal services to the Ministry of Education, provides information and advice to school boards, municipalities, teachers and the public about education legislation that affects their rights duties and responsibilities.

416-922-7679

EDUCATION RELATIONS COMMSSION (ERC) was established in 1975 to administer negotiation procedures for teachers and school boards. Assists in negotiations, supervises teachers' votes and advises the Lieutenant Governor in Council when a strike or a lockout is jeopardizing the students' education.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the

construction industry. The Board cannot advise on rights and duties in situations that may come before it.

SCHOOL BUS

School Bus, see Bus

SCHOOL TWINNING

416-965-5620

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and teachers (tel. 965-5635), and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989) Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Project Japan (965-5629), Teacher Exchange Programs (965-5996). Also operates the Ontario Student Leadership Centre (OSLC) which accepts secondary school students for a series of training courses in leadership through physical education and athletics, music, student government (965-5989). The Student Guidance Information Service (SGIS) (965-9676) provides computerized career and institutional information to schools. Also is responsible for preparation of guidance documents and Ontario Student Record (OSR) material.

SCHOOLS

416-965-6161

COLL UNIV, COLLEGE AFFAIRS BR is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Manpower for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools, and for Regional Nursing Assistant (RNA) schools. For information about private vocational schools, contact 965-9127. For information about RNA schools and the RNA program, contact 965-4051.

416-484-2600

CULT & REC, O E C A. The Ontario Educational Communications Authority produces and distributes television programs of an educational nature through its TVOntario Broadcast Network: Channel 19, Toronto; 24, Ottawa; 28, Kitchener; 18, London; 59, Chatham; 32, Windsor; through the local cable systems in Sudbury, North Bay, Sturgeon Falls, New Liskeard, Iroquois Falls, Timmins, Cochrane and Thunder Bay; and through five-hour per day packages on nine other cable systems. The

Ontario Educational Communications Authority also has a video tape distribution system that allows presentation of educational television programs in schools and to the general public. Produces VIPS (video and audio tapes) catalogues listing all programs available through the OECA.

416-965-2190

EDUC, COUNCIL ON FRENCH LANGUAGE SCHOOLS ensures the continuing development of education for French-speaking students in Ontario. The Council advises the Minister of Education and his Deputy on all matters pertaining to French language schools.

416-965-5982

EDUC, CURRICULUM BR produces curriculum guidelines for use in Ontario from Kindergarten to Grade 13. Produces annotated lists of Canadian curriculum materials for use with above guidelines. Administers the Book Purchase Plan which provides copies of newly approved textbooks to schools. Implements metrication in primary and secondary schools. Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Initiates and coordinates curriculum input to the ministry and implements curriculum policies. Provides elementary and secondary school broadcasts and related services in cooperation with the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for native peoples.

416-965-2947

EDUC, SCHOOL BUSINESS & FINANCE BR sets standards for, advises on, and supervises audits of school boards. Determines how provincial grants to local boards will be distributed. Provides architectural advice to all boards and to ministry on building needs, for construction of elementary and secondary schools. Conducts research in energy conservation in schools.

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416-965-2228

EDUC, SUPERVISION & LEGISLATION BR, SUPERVISION Section serves as a main channel of communication between the Ministry and private schools, correctional and National Defence Schools, organizations of teachers, principals, trustees and school officials. Advises on all aspects of school administration. The office of the Provincial School Attendance Counsellor is located at this branch.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and

duties in situations that may come before it.

SCHOOLS OF ANATOMY

416-965-6678

SOL GEN, CHIEF CORONER'S OFFICE, 26 Grenville St., Toronto M7A 2G9 investigates sudden and violent deaths; warns the public re prevention of similar deaths; orders autopsies for medical legal reasons; conducts inquests; signs certificates for cremation and for shipment of bodies out of Ontario; completes medical certificates of death in coroners' cases. Administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Supplies Schools of Anatomy in Ontario with donated or unclaimed bodies and inspects these schools. To contact Regional Coroners, York Region, phone 416-965-6678, Toronto; Niagara Region, phone 416-684-4776, St. Catharines; Kenora Region, phone 807-223-6956, Dryden; South Georgian Bay Region, 705-645-8733, Bracebridge; Nipissing Region, 705-746-2123, Parry Sound; East Central Region, 613-966-4944, Belleville.

SCREENWRITERS

Screenwriters, see Ontario Arts Council

SCROLLS

416-965-5733

GOVT SERV, PROTOCOL SERVICES SCROLLS Section prepares congratulatory scrolls for Ontario citizens on the request of their Member of Provincial Parliament, to acknowledge 90th and succeeding birthdays, 50th and succeeding wedding anniversaries, or other significant accomplishments of individuals, municipalities and other organizations. See also Govt Serv Protocol Services Protocol Section, also Recording Office.

SEARCH AND RESCUE

705-942-1800

NAT RES, AIR SERVICE BR in Sault Ste. Marie operates a fleet of aircraft for forest fire detection and suppression, timber, fish and wildlife management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation.

SEAT BELT

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry, including advertising,

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416-248-3938

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SECRETARIAT FOR JUSTICE **416-965-2830**

SECRETARIAT FOR JUSTICE provides analytical research support to assist the Cabinet Committee for the Justice Policy Field in coordinating and developing policy. The Justice Committee of Cabinet comprises the Attorney General, the Minister of Consumer & Commercial Relations, the Minister of Correctional Services and the Solicitor General. The Chairman is the Provincial Secretary for Justice.

SECRETARIAT FOR RESOURCES DEVELOPMENT **416-965-3845**

SECRETARIAT FOR RESOURCES DEVELOPMENT provides analytical research support to assist the Cabinet Committee for the Resources Development policy field in coordinating and developing policy. The Resources Committee of Cabinet comprises the Minister of Agriculture & Food, Minister of Energy, Minister of the Environment, Minister of Industry & Tourism, Minister of Labour, Minister of Natural Resources, Minister of Transportation & Communications and Minister of Northern Affairs. The Provincial Secretary for Resources Development is responsible for science policy in addition to coordinating the implementation of further development of

land use policies.

SECRETARIAT FOR SOCIAL DEVELOPMENT **416-965-5190**

SECRETARIAT FOR SOCIAL DEVELOPMENT provides analytical and research support to assist the Provincial Secretary for Social Development and the Cabinet Committee on Social Development in the coordination and development of policy. The Social Development Committee of Cabinet comprises the Minister of Colleges & Universities, Minister of Community and Social Services, Minister of Culture & Recreation, Minister of Education and Minister of Health.

SECURITIES

416-965-2041

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status, registration of corporation securities (mortgages, bonds, debentures). Can supply copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

416-965-2880

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (Phone: 965-6550). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (Phone: 965-2877). Investigates complaints about brokers and salesmen of securities and about actions by companies affecting the value of securities (phone: 965-2874). Handles registration of securities dealers, salesmen, underwriters and advisers (Phone: 965-6578).

416-965-6691

TE & IA, SECURITIES BR acts as transfer agent for the province in domestic and foreign capital markets and in provincial borrowing (Province of Ontario debt securities, debentures, bonds) to ensure prompt interest payment and to supply information on transfer requirements to investors. Keeps in trust security deposits made by the public when required by provincial programs.

SECURITY AGREEMENT

Security Agreement, see CCR Personal Property Registration Br.

SECURITY DEPOSITS

416-965-6691

TE & IA, SECURITIES BR acts as transfer agent for the

province in domestic and foreign capital markets and in provincial borrowing (Province of Ontario debt securities, debentures, bonds) to ensure prompt interest payment and to supply information on transfer requirements to investors. Keeps in trust security deposits made by the public when required by provincial programs.

SECURITY GUARDS

416-965-5814

SOL GEN, OPP, REGISTRAR OF PRIVATE INVESTIGATORS & Security Guards investigates and approves the licensing of agencies that provide the services of private investigators and security guards. Licenses agency employees to act as private investigators or security guards.

416-965-8111

SOL GEN, OPP, SECURITY BR provides police security for top government officials and for important visitors to Ontario. Provides a uniformed security guards service which performs physical security duties and maintains public order in Ontario Government buildings. Contact Queen's Park Main Office Operations, 965-2549. Provides protection from subversive elements in maintenance of public order. Has expertise on all aspects of physical security.

SENIOR CITIZENS

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private groups, develops policy on and subsidizes local residential care, extended health care, Homes for the Aged and social services for senior citizens. Assists in community outreach programs e.g. meals-on-wheels, day care, vacation care. Other programs include: operating grants for Elderly Persons Centres and senior volunteers. Helps people in retirement planning. Conducts Long-Term Study on Aging (LSA) (phone 965-5103). Provides grants for aging research and facilities, including the J. W. Crane Memorial Library of Geriatrics and Gerontology, phone 367-8867. Contact district cffice.

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single mothers, permanently unemployable fathers, foster children, etc.).

416-978-3690
CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Sigmund Samuel Gallery of Canadiana at 14 Queen's Park Crescent West and the McLaughlin Planetarium, is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts and archaeology, sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Phone for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, film library and archives, Senior Citizens Club, Explorer's Club and Saturday Morning Club for children. The Royal Ontario Museum (ROM) is located at 100 Queen's Park Cres. in Toronto.

416-965-2625
CULT & REC, SPECIAL SERVICES BR advises community & regional programs, organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on: recreation education advising those who provide professional preparation at colleges and universities; leisure education, training teachers within the school system; leisure counselling, training recreationists of municipalities; recreation research, administering grants in aid of research in recreation. Professional upgrading is promoted through a new certification program. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL). Special Interests Section (965-5665) serves: those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens, women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-482-1111
HEALTH, ENROLMENT BRANCH enrolls all persons eligible for the Ontario Health Insurance Plan (OHIP); maintains records and answers all questions regarding enrolment and insured status. Immigrants receive health insurance coverage from date of application provided they apply within 90 days of landing in Ontario. Reviews eligibility for insured services. Administers program relating to : OHIP Premium assistance based on taxable income and OHIP premium assistance based on age. Senior citizens 65 years of age or over who have

resided in Ontario for the 12 months preceding application are eligible. Also provides service to employers in administration of their insured groups. Contact district offices.

416-965-5884

HEALTH, HEALTH PROMOTION BR NUTRITION Consultants provide consultation to health agencies on nutrition, food budgeting, meal planning, obesity control, dental and prenatal care and care for senior citizens. See also other sections in Health Health Promotion Br described separately.

416-965-8177

HEALTH, HEALTH PROMOTION BR THE ELDERLY. Consultant for the elderly advises health agencies on preventive health care for the older adult or senior citizens in the community. See also other sections in Health Health Promotion Br described separately.

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT PROGRAM provides prescribed drugs free of charge to senior citizens (65 yrs. or older) who have resided in Ontario for the past 12 months. In addition, persons receiving Family Benefits Act (FBA) & General Welfare Act (GWA) assistance are eligible, as well as those receiving vocational rehabilitation assistance, Homes For Special Care and Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to the drug benefit. Federal Old Age Security (OAS) pensioners automatically get this card, but those over 65 who are not OAS pensioners must apply. Application forms available at most pharmacies or by writing to: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly drug benefit cards. To be approved, drugs must be listed in the Drug Benefit Formulary which provides quality and cost control; prescribed by a doctor or a dentist; and obtained in Ontario.

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (A). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). The Senior Citizen & Family Accommodation Program provides federal-provincial operating subsidies to municipalities wishing to construct new housing for low income groups. Rural & Native Housing Program provides mortgage geared-to-income housing mostly to native peoples in rural and remote areas. Community Sponsored Housing Program

encourages community groups and municipalities to form non-profit housing corporations (cooperatives) to build and operate low-cost rental housing for low and moderate income persons. Provincial funds complement federal assistance. A sliding-scale rent-reduction grant is available to organizations whose units are rented to those who qualify for rent supplement. See also Housing, Community Housing Division (B) for information on other programs.

416-965-9652
HOUSING, COMMUNITY HOUSING DIVISION (B). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). Under the Rent Supplement Program private landlords offer up to 25% of units to house tenants selected from Ontario Housing Corporation (OHC) waiting lists. Tenant pays rent-geared-to-income, OHC pays subsidy to landlord. Under the Private Assisted Rental Program, private landlords design, construct, own and operate the project. Landlord makes available for a minimum of 15 years up to 100% of the units for rental to applicants from OHC waiting lists. Tenant pays rent-geared-to-income. Tenant applicants in Metro Toronto contact Housing Registry, 965-9915. Elsewhere contact local OHC office or Housing Authority. See also Housing, Community Housing Division (A) for information on other programs.

416-965-9724
HOUSING, OHC, COMMUNITY RELATIONS BR acts as a resource to community relations workers in the field to assist with social problems, as well as recreation for families and senior citizens in Ontario Housing Corporation (OHC) accommodation. Also works to help residents integrate into the community.

416-965-9868
HOUSING, OHC TENANT PLACEMENT accepts and processes applications for rent-geared-to-income housing within Metropolitan Toronto. Applications accepted in person or by mail addressed to Housing Registry, Ontario Housing Corporation, 101 Bloor St. W., Toronto (tel. 965-9915). Applicants must have 12 months residency within Metro Toronto in the past 5 years. Rent-geared-to-income program provides accommodation for families but will consider senior citizens and persons with permanent disability. Housing is offered to families in greatest need when vacancies occur.

416-965-7711
IND & TOUR, ONTARIO PLACE CORPORATION operates a 96 acre

cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto, including exhibition pavilions, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, including film showings for conventions and other groups of residents or tourists. Open daily May 21 to Sept. 5 (weekends only Sept. 10 to Oct. 10). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

416-965-2324

ONTARIO ADVISORY COUNCIL ON SENIOR CITIZENS consists of eighteen appointed members (by Order in Council) who are regionally representative of major areas in Ontario. Members have both professional and voluntary backgrounds in the field of aging. Council's role is to advise government on ways to improve the quality of life of senior citizens. General meetings of all council members are held monthly. The Council reports to the Secretary for Social Development. The Council produces a quarterly newsletter: 'Especially for Seniors', which is sent to Ontario senior citizens who receive government pension.

416-965-8470

REVENUE, GUARANTEED ANNUAL INCOME SYSTEM (GAINS-A) Program was introduced in July, 1974 to provide a basic income for qualifying residents age 65 and over. A multilingual Information Centre on the GAINS-A program for senior citizens can be reached by calling 965-8470 in Metro Toronto. Outside Metro ask the Operator for Zenith 8-2000 (toll-free).

SEPTIC TANKS

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants for sewage works for municipalities. Deals with pollution control relating to septic tanks, derelict motor vehicles, litter, sewage sludge, boating and ice huts. Contact regional office.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. Each

regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

SERVICE CENTRES

Service Centres in highways, see Tr & Comm, Supply & Services br.

SEVERANCE

Severance, see Land Severance

SEWAGE

Sewage, see also Waste

416-965-2531

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal and of the Ministry of the Environment in the areas of water and sewage, waste disposal, air and noise pollution, in accordance with the Ontario Water Resources Act, 1970, and the Environmental Protection Act, 1971.

416-965-2531

ENV, ENVIRONMENTAL ASSESSMENT BOARD holds public hearings on the environmental impact of major development proposals under three statutes: The Ontario Water Resources Act, 1970 (OWRA), The Environmental Protection Act, 1971 (EPA); The Environmental Assessment Act, 1975 (EAA). Following hearings under the OWRA (re. municipalities wishing to establish or extend their sewage works into another municipality or territory) and the EPA (re: approval to establish or extend a waste disposal site), the Board submits recommendations to the ministry. Under the Environmental Assessment Act, 1975, after the assessment and the ministry's review thereof have been made public, any person can require by written notice a hearing by the Board. After hearings are held under the EAA, the Board renders a final decision which can only be varied or rescinded by the Minister with approval of the Lieutenant Governor in Council.

416-965-6971
ENV, POLLUTION CONTROL BR as a whole plans and develops policies, programs, standards, guidelines and legislation to control emission of pollutants; coordinates and conducts applied research in the areas of water supply, and sewage and wastewater treatment, and provides technical support in these areas. The Pollution Control Branch has several sections which are described separately. Contact regional office for specific questions.

416-965-6967
ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants for sewage works for municipalities. Deals with pollution control relating to septic tanks, derelict motor vehicles, litter, sewage sludge, boating and ice huts. Contact regional office.

416-965-1296
ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. water supply, sewage and pollution control facilities for municipalities. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work and financial analysis, including details on grants available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public water and sewage service areas. Administers program of grants to regional or restructured municipalities for certain sewage works and water works.

416-965-5115
ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks,

contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

SHARED COST

Shared Cost, see Federal-Provincial, and Municipalities

SHELTERED WORKSHOPS

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services. Capital and operating grants are available to approved sheltered workshops. Operating and debt retirement assistance available for half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

SHERIFFS

416-965-2881

ATT GEN, DIRECTORS of COURTS ADMIN and Inspector of Legal Offices manages the civil and criminal courts in Ontario. County and Small Claims Court Offices Branch (965-7945) handles matters involving Sheriffs, local Supreme Court of Ontario Registrars, County Court Clerks, Surrogate Court Registrars, Small Claims Court Clerks and Bailiffs. Provincial Court Offices Br (965-0916) handles matters involving Provincial Court Criminal and Family Division offices, and Observation and Detention Homes. Court Reporting Branch (965-2848) is involved in court reporting procedures. Appointments for Justices of the Peace, Notaries Public, commissioners for taking affidavits are also handled by this division (965-2816). For matters concerning court accommodation, contact 965-8453.

416-965-9417

ATT GEN, MANAGEMENT INFORMATION SYSTEM BR, Courts Administration Program, provides information on the activities of courts in Ontario to Ministry staff and interested groups. Collects data through manual and computerized systems. The manual system collects aggregate information on activity in the Sheriffs Offices in the Supreme, County, Surrogate and Provincial Courts. The computerized system is a case flow system for criminal cases.

SHORELINE MANAGEMENT

Shoreline Management, see Nat Res Engineering Services Br.

SILVICULTURE

416-965-2785

NAT RES, DIVISION OF FORESTS is responsible for the production and harvesting of timber and the provision of woodland for recreational purposes. Forest Management Br. grows seedlings for provincial nurseries and the public for reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests. Forest Research Br in Maple (416 832-2261) provides scientific and technical knowledge through research in forest management. Timber Sales Br. (965-2731) is responsible for management and licensing of timber sales. Contact regional or district offices.

SIMCOE

416-965-2673

CULT & REC, SIMCOE MEMORIAL FOUNDATION is responsible for the upkeep of Wolford Chapel in Devon, England, where Ontario's first Lieutenant Governor, John Graves Simcoe and his wife are buried. The Foundation is also engaged in projects to make better known Simcoe's life and works in Ontario through the educational system, public celebrations, speakers, awards of medallions and portraits, etc.

SKI

416-965-4111

CCR, ELEVATING DEVICES BR inspects and licenses elevating devices including elevators, escalators, dumbwaiters, moving walks, platform lifts and ski lifts. Reviews and approves designs of new installations and major alterations. Investigates accidents and complaints of unsafe conditions or improper use of elevating devices. Registers contractors involved in maintenance and monitors their performance.

416-965-4008

IND & TOUR, TOURISM MARKETING BR promotes Ontario travel, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, attractions, facilities and tours. Provides up-to-date ski reports and campgrounds vacancy information. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald

Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program (OTAP), and advertises Ontario to the consumer travel trade and conventions markets.

SLAUGHTERING PLANTS

416-965-5841

AG & FOOD, VETERINARY SERV BR, MEAT INSPECTION SECTION issues licences and inspects slaughtering plants except those registered under the Meat Inspection Act (Canada), and those engaged solely in slaughtering animals exempted by regulations under the Act.

SMALL BUSINESS

Small Business, see Business

SMALL CLAIMS

416-965-2881

ATT GEN, DIRECTORS of COURTS ADMIN and Inspector of Legal Offices manages the civil and criminal courts in Ontario. County and Small Claims Court Offices Branch (965-7945) handles matters involving Sheriffs, local Supreme Court of Ontario Registrars, County Court Clerks, Surrogate Court Registrars, Small Claims Court Clerks and Bailiffs. Provincial Court Offices Br (965-0916) handles matters involving Provincial Court Criminal and Family Division offices, and Observation and Detention Homes. Court Reporting Branch (965-2848) is involved in court reporting procedures. Appointments for Justices of the Peace, Notaries Public, commissioners for taking affidavits are also handled by this division (965-2816). For matters concerning court accommodation, contact 965-8453.

416-965-5591

ATT GEN, REFEREE of the SMALL CLAIMS COURTS of the Judicial District of York assists people with counselling on debt problems, particularly with summonses and garnishments before and after judgment. Public must telephone for appointment and bring complete information regarding income, expenses, debts and creditors. The Small Claims Court Referee's mailing address is: 425 University Ave., Rm.201, Toronto M4G 1T6.

ATT GEN, SMALL CLAIMS COURTS, the lowest level of trial courts in Ontario, have jurisdiction to adjudicate civil disputes where the amount claimed does not exceed $400. This limit is set to $800 in northern districts. There are 130 small claims courts in Ontario. One of these in the Judicial District of York is at 67 Richmond St. W., tel. 366-8667.

SMOKING

416-965-4334

HEALTH, HEALTH PROMOTION BR HEALTH EDUCATION Consultants provide information on programs in accidents prevention, smoking and health, physical fitness. See also other sections in Health Health Promotion Br described separately.

SNAKE

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and animals (zoonoses), such as rabies, salmonellosis, brucellosis, etc. The Veterinary Consultants advise Public Health Officers and physicians. Project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-965-4094

HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable diseases by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, mercury levels, lamprey, frog, turtle and snake identification, fish hatcheries, fish sanctuaries, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The Branch can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides: information on boating restriction regulations and Small Craft Harbours, and liaison with the Federal government on these matters (965-7887). Contact district offices.

SNOWMOBILES

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the

operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry, including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials, and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & Comm regional or district offices.

416-965-1226

TR & COMM, VEHICLE LICENSING OFFICE registers motor vehicles, trailers and snowmobiles. Issues licences to all premises used for selling, repairing or dismantling motor vehicles, e.g. garages, vehicle dealers, etc. Contact local Motor Vehicle Licensing Office. Requests for information on ownership of a specific vehicle should be made in writing to: Ministry of Transportation and Communications, Macdonald Block, Queen's Park, Toronto, enclosing $3.00 fee.

SOCIAL AGENCIES

COMM SOC, AREA AND DISTRICT OFFICES throughout Ontario deliver the Ministry's programs to the community. Executive Directors in two area offices provide broad coordination and deliver those programs that cannot be made available at every District Office. Nineteen District Offices are responsible for the delivery of such programs as Family Benefits, Vocational Rehabilitation, Day Nurseries, etc. District offices are involved with local social planning, and work closely with social agencies in the community and with other ministries and other levels of government. Contact area or district offices.

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS provides individual groups and social agencies with grants and assistance in planning, construction, purchase of facilities and long term development of residential treatment services such as substitute homes, maternity homes for unwed mothers and a few homes for the retarded and physically handicapped. Homes treat emotionally disturbed children and youth, drug abusers and delinquents to help them become self-reliant. Also licenses these institutions. Contact district office.

416-965-7825

COMM SOC, COMMUNICATIONS BR is the information service for the Ministry of Community and Social Services. For a

description of activities, see first entry under information service. Also provides assistance (e.g. consultation, publications, films, slide, displays, etc.) to municipalities and social agencies to explain social service programs.

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs to municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities, supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care for prescribed drugs, prosthetic, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-6211

COMM SOC, TRAINING & STAFF DEVELOPMENT BR ensures competence of ministry staff through three sub-units. Area Staff Development Offices throughout Ontario maintain liaison with ministry district offices and mental retardation facilities to identify and respond to staff training needs. Officers also serve related social agencies such as Children's Aid Societies and municipal social services. The Human Resource Unit assesses ministry manpower needs and recommends social welfare training requirements to the Industrial Training Br, Ministry of Colleges and Universities. Program Design Implementation Unit designs and delivers training programs.

SOILS

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H program which provides agricultural and leadership training as well as social benefits for youth in rural areas. Contact AG REPS in

county or district offices.

416-824-4120
AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-1081
AG & FOOD, SOILS AND CROPS BR provides information at local offices throughout the province on production of field, greenhouse and horticultural crops. Information is available to commercial growers on restrictions in use of pesticides. Administers the Weed Control Act. Inquiries on household & urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

416-248-3580
TR & COMM, ENGINEERING MATERIALS OFFICE, Materials & Laboratory Services Section (248-3684) provides laboratory testing, technical evaluation and approval services related to soils, aggregates, asphalt, concrete, metals, and chemicals used in construction and maintenance of highways and structures. Quality Assurance Section (248-3688) provides specialized engineering service regarding use and performance of cement and asphalt concrete, and granular materials. Soil Mechanics Section (248-3282) carries out and records foundation investigations for structures. Hydrology Section (248-3723) provides a specialized engineering service in all hydrologic and hydraulic matters concerning the planning, design, construction and maintenance of provincial highways and structures. Pavement Design and Management Section (248-3255) provides pavement design guidelines and assesses the field performance of aggregates used in pavements and structures.

SOL GEN ADMINISTRATIVE SERVICES BR **416-965-7115**
SOL GEN, ADMINISTRATIVE SERVICES BR provides the ministry with administrative services. For a description of functions, see first entry under administrative services.

SOL GEN CENTRE OF FORENSIC SCIENCES **416-965-2561**
SOL GEN, CENTRE OF FORENSIC SCIENCES prepares legally

admissable evidence for law enforcement officers, attorneys, coroners, etc., by means of scientific examination of physical objects and materials. Supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of breathalyzers and the training of operators (965-9507). Provides educational programs and materials for persons and agencies using forensic science services.

SOL GEN CHIEF CORONER'S OFFICE **416-965-6678**
SOL GEN, CHIEF CORONER'S OFFICE, 26 Grenville St., Toronto M7A 2G9 investigates sudden and violent deaths; warns the public re prevention of similar deaths; orders autopsies for medical legal reasons; conducts inquests; signs certificates for cremation and for shipment of bodies out of Ontario; completes medical certificates of death in coroners' cases. Administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Supplies Schools of Anatomy in Ontario with donated or unclaimed bodies and inspects these schools. To contact Regional Coroners, York Region, phone 416-965-6678, Toronto; Niagara Region, phone 416-684-4776, St. Catharines; Kenora Region, phone 807-223-6956, Dryden; South Georgian Bay Region, 705-645-8733, Bracebridge; Nipissing Region, 705-746-2123, Parry Sound; East Central Region, 613-966-4944, Belleville.

SOL GEN FINANCIAL SERVICES BR **416-965-4425**
SOL GEN, FINANCIAL SERVICES BR supplies the Ministry with financial services. For a description of functions, see first entries under financial management and accounting.

SOL GEN FORENSIC PATHOLOGY BR **416-965-1554**
SOL GEN, FORENSIC PATHOLOGY BR assists in determining the cause of deaths in unusual circumstances and in unveiling concealed homicides through autopsies & biological and other techniques of forensic science. Supervises regional pathologists. Supports pathologists' and law enforcement officers' continuing education in legal medicine and sudden death investigations.

SOL GEN INTERNAL AUDITOR **416-965-5020**
SOL GEN, INTERNAL AUDITOR is responsible for the Ministry's internal audit function. For a description of activities, see first entry under audit.

SOL GEN LEGAL SERVICES **416-965-3440**
SOL GEN, LEGAL SERVICES provides legal services for the Ministry. For a description of functions, see first entry under legal services.

SOL GEN MINISTRY SECRETARIAT **416-965-2049**
SOL GEN, MINISTRY SECRETARIAT provides staff support to the Minister and Deputy Minister in policy development, planning, budget preparation, communications and the application of modern management techniques. The Ministry of the Solicitor General's overall goal is to contribute to the protection and security of society by the enforcement of the law, the maintenance of peace and order and the protection of persons and property while ensuring individual freedom and rights. The information service function for the Ministry is performed by the Communications Policy Advisor (965-2048). See first entry under information service for a description of activities.

SOL GEN OFFICE OF THE FIRE MARSHAL **416-965-4871**
SOL GEN, OFFICE OF THE FIRE MARSHAL assists municipalities in establishing municipal fire departments including training of personnel and conducting fire protection technology courses; develops fire prevention by-laws; prepares specifications for fire apparatus and equipment; conducts municipal fire protection surveys and fire department promotional examinations (965-4858). Approves plans for institutional and public buildings as well as hotels; administers Lightning Rods Act; consults with governments and architects on major fire problems; supports fire codes and statutes committees (965-4851). Investigates causes of incendiary, large loss & fatal fires, gaseous explosions; assists Crown attorneys and coroners (965-4861). Promotes public safety programs; publishes fire loss statistics and technical, legal, instructional and fire prevention literature (965-4871). Film library loan service available. Advisory and investigation services are provided from Toronto and district offices. Contact local fire department for fire fighting and prevention.

SOL GEN ONT POLICE COMMISSION TECHNICAL SERVICES **416-965-3281**
SOL GEN, ONT POLICE COMMISSION TECHNICAL SERVICES BR provides technological support and advice for all accredited police forces in Ontario. Program Development Section is involved in Computer Assisted Dispatch & Records Entry (CADRE) and technological projects. Communications Services assists in upgrading communications facilities for Integrated Radio Support Program. Operational Support Services assists forces in operation of support systems such as Canadian Police Information Centre (CPIC).

SOL GEN ONTARIO POLICE COMMISSION **416-965-6071**
SOL GEN, ONTARIO POLICE COMMISSION ensures adequate Ontario policing by organizing, training and encouraging use of modern technology and cooperation among police in all

municipalities for efficient law enforcement. Advises on organization of police in regional governments. Coordinates police communications and info systems (CPIC - Canadian Police Information Centre). Analyzes and disseminates criminal intelligence information (CISO - Criminal Intelligence Service, Ont.). Ontario Police Commission trains all levels of police personnel at Ontario Police College, Aylmer, Ontario.

SOL GEN OPP
SOL GEN, OPP (Ontario Provincial Police) provides police services on a province-wide basis, and is responsible for: providing information and specialized assistance in criminal investigations to municipal forces; the regulation of private security organizations; and the control of firearms. For descriptions of OPP branches, see individual branches listed under Sol Gen OPP.

SOL GEN OPP ANTI-RACKETS BR **416-965-8117**
SOL GEN, OPP, ANTI-RACKETS BR provides assistance to all police forces and government agencies in Ontario on investigations relating to white collar crime, frauds, rackets, schemes, counterfeiting and forgery. For general inquiries, contact 965-8117. For inquiries on counterfeiting call 965-1883.

SOL GEN OPP AUTO THEFT BR **416-965-8049**
SOL GEN, OPP, AUTO THEFT BR provides assistance to all police forces on investigations of organized vehicle theft rings and the identification of suspect vehicles.

SOL GEN OPP AUXILIARY POLICE BR **416-965-4400**
SOL GEN, OPP, AUXILIARY POLICE BR consists of volunteer auxiliary police who report to regular detachments and assist with regular police duties. Apply at local OPP detachment. Requirements to become a member of the OPP auxiliary are exactly the same as those of the regular force.

SOL GEN OPP CAREER MANAGEMENT BR **416-965-4468**
SOL GEN, OPP, CAREER MANAGEMENT BR recruits and retains competent uniformed staff for employment in the Ontario Provincial Police. Administers uniformed force management and staff development programs, force promotional process and performance review programs.

SOL GEN OPP CENTRAL RECORDS & COMMUNICATIONS BR **416-965-4456**
SOL GEN, OPP, CENTRAL RECORDS & COMMUNICATIONS BR maintains a central police records centre, the Ontario Provincial Police (OPP) teletype network, and Canadian Police Information Centre (CPIC) computer terminals at OPP installations. The

branch provides management information; also disseminates information relating to criminal activities, suspended Ontario drivers, and vehicle registration data to law enforcement agencies.

SOL GEN OPP COMMUNITY SERVICES BR **416-965-4474**
SOL GEN, OPP, COMMUNITY SERVICES BR administers safety and crime prevention programs. Provides public relations and information service for the Ontario Provincial Police force. To contact Complaints Bureau, call 965-0282.

SOL GEN OPP CRIMINAL INVESTIGATION BR **416-965-8105**
SOL GEN, OPP, CRIMINAL INVESTIGATION BR provides assistance to all police forces in Ontario, and to other Ontario Government Agencies, in the investigation of serious criminal activities.

SOL GEN OPP FIELD ADMINISTRATION BR **416-965-4890**
SOL GEN, OPP, FIELD ADMINISTRATION BR provides administrative advice and assistance to the 17 OPP District Headquarters and OPP detachments. The branch is responsible for manpower deployment in all OPP jurisdictions and coordinates the activities of the Helicopter Section, Canine Corps and Scuba Diving teams.

SOL GEN OPP INDIAN & MUNICIPAL POLICING SERVICES **416-965-4308**
SOL GEN, OPP, INDIAN & MUNICIPAL POLICING SERVICES BR is responsible for Indian reserve policing in the Province of Ontario. Programs include the appointments of special constables at the request of Indian Band Councils to police their particular reserves. The OPP administers the training, salary and equipment of the special constables through the provisions of the federal-provincial cost-sharing agreement. Municipal policing involves the drawing up of contracts with municipalities which have opted for policing by OPP rather than maintain their own force, and other related matters. Also provides flying patrols in the northwestern & eastern portions of the province. Police aircraft visit isolated Indian communities on a regular basis.

SOL GEN OPP INTELLIGENCE BR **416-965-8108**
SOL GEN, OPP, INTELLIGENCE BR collects and disseminates police information relating to organized crime.

SOL GEN OPP MANPOWER ADMINISTRATION BR **416-965-8120**
SOL GEN, OPP, MANPOWER ADMINISTRATION BR provides the Ontario Provincial Police with support service pertaining to qualitative and quantitative manpower needs. Administers: bilingual capabilities program, personnel files & personnel inventory system, civilian complement control.

SOL GEN OPP PLANNING AND RESEARCH BR **416-965-2542**
SOL GEN, OPP, PLANNING AND RESEARCH BR provides consulting services to the Ontario Provincial Police (OPP) and other related ministry agencies. Develops policies, procedures and organizational methods, including Special Projects, Systems Development & Programming, Data Processing & Statistical Analysis.

SOL GEN OPP PROPERTIES BR **416-965-3931**
SOL GEN, OPP, PROPERTIES BR provides coordinating services to all agencies within the Ministry for buildings, properties, leasing, parking and telephone requirements.

SOL GEN OPP QUARTERMASTER STORES BR **416-965-4485**
SOL GEN, OPP, QUARTERMASTER STORES BR is responsible for stocking and distributing all items of uniform, equipment, stationery and office supply needs. Maintains a repository of weapons, seized by police forces, which have been cleared for disposal.

SOL GEN OPP REGISTRAR OF FIREARMS **416-965-4488**
SOL GEN, OPP, REGISTRAR OF FIREARMS approves issuing of permits to register and carry firearms in Ontario as outlined in the Criminal Code (Canada). Maintains a central registry of all Ontario's registered firearms.

SOL GEN OPP REGISTRAR OF PRIVATE INVESTIGATORS **416-965-5814**
SOL GEN, OPP, REGISTRAR OF PRIVATE INVESTIGATORS & Security Guards investigates and approves the licensing of agencies that provide the services of private investigators and security guards. Licenses agency employees to act as private investigators or security guards.

SOL GEN OPP SECURITY BR **416-965-8111**
SOL GEN, OPP, SECURITY BR provides police security for top government officials and for important visitors to Ontario. Provides a uniformed security guards service which performs physical security duties and maintains public order in Ontario Government buildings. Contact Queen's Park Main Office Operations, 965-2549. Provides protection from subversive elements in maintenance of public order. Has expertise on all aspects of physical security.

SOL GEN OPP SPECIAL INVESTIGATION BR **416-965-8114**
SOL GEN, OPP, SPECIAL INVESTIGATION BR provides assistance to Crown attorneys and law enforcement agencies including Chiefs of Police and other government agencies which deal with liquor licensing, liquor laws infractions, gambling, and suppression of illegal drugs.

SOL GEN OPP STAFF RELATIONS BR **416-965-8406**
SOL GEN, OPP, STAFF RELATIONS BR deals with Ontario Provincial Police staff and their family survivors. Provides services which include labour relations, counselling employees with medical and emotional problems, alcoholic rehabilitation. Liaises with the ministry regarding negotiations with Ontario Public Service Employees Union (OPSEU) and the application of the Public Service Act.

SOL GEN OPP TRAFFIC INVESTIGATION BR **416-965-5444**
SOL GEN, OPP, TRAFFIC INVESTIGATION BR enforces vehicle traffic laws. Investigates complaints about all aspects of traffic and analyzes collisions of vehicles to determine how to make highways safer.

SOL GEN OPP TRAINING BR **416-965-5421**
SOL GEN, OPP, TRAINING BR provides police training courses for force members at all levels including motorcycle, marine, search & rescue, canine training & diver training. Coordinates the attendance of members at training courses conducted by other agencies.

SOL GEN OPP TRANSPORT BR **416-965-4477**
SOL GEN, OPP, TRANSPORT BR provides and maintains the mobile equipment to meet Ontario Provincial Police (OPP) transportation needs. Also provides office services, operational support and direction, and financial and personnel management support.

SOL GEN PERSONNEL SERVICES BR **416-965-6784**
SOL GEN, PERSONNEL SERVICES BR performs the personnel functions for the ministry with the exception of OPP uniformed recruitment, uniformed staff development and staff relations with the Ontario Provincial Police Association (OPPA). The Personnel Branch may be reached at 965-8404 for the following services: civilian recruitment, classification (all), documentation (all), staff relations (civilian). For other functions contact 965-6784. For description of branch activities, see first entry under Personnel.

SOL GEN RETAIL BUSINESS HOLIDAYS ACT
SOL GEN, RETAIL BUSINESS HOLIDAYS ACT came into force Jan. 1, 1976 to provide for common days of rest on which retailing is kept to a minimum and leisure time activity is encouraged. It requires Ontario retail establishments to close each Sunday, New Year's Day, Good Friday, Victoria Day, Dominion Day, Labour Day, Thanksgiving Day, Christmas Day & Boxing Day. Certain business establishments are exempt. Some remain open: if they meet requirements as to floor space & number of people serving the public, depending on type of

goods & services sold, on a Sunday if they are closed Saturday. A Municipal Council may pass a by-law exempting an establishment from closing where it is essential to the tourist industry in its jurisdiction. The law is enforced by the police. If faced with a legal problem or in order to get an authoritative interpretation of the law, refer to the Act or consult a lawyer. The Act is available from: Ontario Government Bookstore, 880 Bay St., Toronto (965-2054).

SOLE PROPRIETORSHIPS
Sole Proprietorships, see Proprietorships

SOLICITOR GENERAL
Solicitor General, Ministry of, see SOL GEN Branch Name

SOLID WASTE
Solid Waste, see Waste

SPECIAL EVENTS
Special Events in Queen's Park, see Govt Serv Protocol Services Protocol.

SPECIAL OCCASION PERMITS

416-965-4654

CCR, LIQUOR LICENCE BOARD OF ONTARIO (LLBO) issues, renews, transfers, suspends and revokes liquor licences for on-premise sale and consumption of alcohol, including special occasion permits. The Liquor Licence Board also regulates advertising for licensed establishments. For general information, phone 965-1387; transfers, 965-4691; special occasion permits, 965-4675; advertising, 965-3450.

SPECIAL PURPOSE BODIES

416-965-6934

TE & IA, LOCAL GOVERNMENT ORGANIZATION BR advises the Government on provincial policy for local government functions and organization, including local government reform based on local needs. Participates in the County Restructuring Studies Program (CRSP). Reviews division of local and provincial functions. Reviews role and organization of municipal councils, and suitability of Special Purpose Bodies. Reviews all legislation and Ontario Municipal Board decisions affecting municipalities.

SPEECH PATHOLOGY

416-965-8045

HEALTH, CONSULTING SERVICES BR. Staffed by professionals representative of actual providers of personal health care, the branch provides the ministry with expertise and guidance in this field and similarly advises and guides all components

of the health care system. On staff are medical, psychology, nursing, allied health disciplines, occupational therapy, physiotherapy, speech pathology & audiology, rehabilitation and social work consultants. They participate in Committees, Working Groups or Task Forces which prepare recommendations for ministry health care policies. The branch is also responsible for the management of these programs: Adult Community Mental Health, Alcohol & Drug Abuse, Home Care (allows an insured Ontario resident to have treatment at home upon recommendation of a doctor), Extended Health Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) that attracts physicians to practise in rural and isolated communities.

SPEED LIMITS

416-248-3938

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics; i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving; i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highway lighting design, implication of energy future, etc.

SPIRITS

Spirits, see Liquor

SPORT ONTARIO

Sport Ontario (Ontario Sports Administration Centre), see Cult & Rec Sports Services Br.

SPORTS

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres, sports facilities, arts facilities, such as concert and exhibition halls, theatres, museums, heritage conservation projects, library facilities and multicultural centres. Contact regional offices or main office.

416-965-4173

CULT & REC, OFFICE OF ATHLETICS COMMISSIONER regulates professional boxing and wrestling and amateur sports in Ontario. Licenses professional boxers and wrestlers.

416-961-6262

CULT & REC, ONTARIO LOTTERY CORPORATION manages Wintario & the Provincial lotteries. Proceeds from Wintario are used through the Min. of Culture & Recreation to support one-time physical fitness, sports, recreation & cultural projects. Proceeds from Provincial sales in Ontario will be used initially for health research & related environmental projects through the Health, Labour & Environment ministries. For winning numbers check newspaper on day following draw or read sign posted at retailer's. For Wintario grants information call 965-2390 or contact ministry field offices. For health research grants specify field & write: Strategic Planning & Research Br, Min. of Health, 15 Overlea Blvd., Toronto or Pollution Control Br., Min. of the Environment, 135 St. Clair W., Toronto or Occupational Health & Safety Div., Min. of Labour, 400 University Ave., Toronto.

416-844-8171

CULT & REC, ONTARIO SPORTS TRAINING CENTRE (OSTC) in Oakville is now being developed, with construction to start in 1977, tentative completion in 1979. To be built in stages, the Ontario Sports Training Centre is designed for training of amateur athletes and to serve as a sports competition and conference centre. Phase I facilities include a natatorium, multiple gymnasiums, an indoor fieldhouse, an outdoor stadium, fitness & weight training halls, medical & physiotherapy areas, the major locker core plus administration office. Twenty-three amateur sports are included in this phase, with the sport governing bodies recommending athletes for training. The Recreation Facilities Research Project under the OSTC is being created to gather and disseminate information about planning, design, construction and operation of sports, recreation and fitness facilities.

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional programs, organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on: recreation education advising those who provide professional preparation at colleges and universities; leisure education, training teachers within the school system; leisure counselling, training recreationists of municipalities; recreation research, administering grants in

aid of research in recreation. Professional upgrading is promoted through a new certification program. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL). Special Interests Section (965-5665) serves: those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens, women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-6546

CULT & REC, SPORTS SERVICES BR encourages participation in physical activities for enjoyment. Promotes competition in multi-sports games (e.g. regional & provincial Ontario Summer & Winter Games). Provides administrative, consultative and limited financial assistance (grants) to provincial sport governing bodies. The Ontario Sports Administration Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is also funded by this Ministry. Sports Awards Program honours accomplishments made by Ontario athletes and citizens in amateur sport. Coaching Development Program (Tel. 965-6311) improves the calibre of leadership available to amateur sport. Ontario Sports Travelcade (Tel. 965-6311) takes sports and fitness resources around Ontario to help raise the level of expertise among athletes, coaches, etc. The branch encourages physical fitness in individuals by working with community groups, municipalities and industries in the development of fitness programs (965-6311). See also Cult & Rec Office of Athletics Commissioner.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

ST CLAIR PARKWAY COMMISSION

519-862-1035

NAT RES, ST CLAIR PARKWAY COMMISSION in Corunna is responsible for the establishment of a parkway along the St. Clair River from Point Edward on Lake Huron, to Mitchell's

Bay on Lake St. Clair. The St Clair Parkway Commission is a joint program of parks and recreation development by the Province of Ontario, County of Lambton, County of Kent, City of Chatham and the City of Sarnia.

ST LAWRENCE LOUNGE

St Lawrence Lounge performances, see Govt Serv Protocol Services Protocol.

ST LAWRENCE PARKS COMMISSION

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION in Morrisburg maintains and operates parks, campgrounds and historic sites in the St. Lawrence Seaway valley. The St Lawrence Parks Commission has other facilities such as wildfowl sanctuary, maple syrup bush, riding trails, nature trails, marina, Upper Canada Golf Course, railroad museum, Loyalist Memorials, Upper Canada Village and Old Fort Henry. Student tours to last two attractions can be pre-arranged. The Commission has facilities for winter recreation, such as cross country skiing, snowmobiling, Horse-drawn sleigh rides, skating, tobogganing, snow-shoeing.

STATIONARY ENGINEER

Stationary Engineer, see CCR Operating Engineers Br.

STATISTICS

416-965-1064

AG & FOOD, ECONOMICS BR undertakes research into economic aspects of agriculture, including production, marketing, land use planning, rural sociology, statistics, loans to cooperatives.

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of the statutory fee of $3.00 each. Provision is made for correction of errors in registrations. Contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

416-965-6134
COLL UNIV, INFORMATION RESOURCES BR, in addition to the information service function of explaining and publishing material on ministry programs, answers questions from students, guidance counsellors and parents about the Ontario Student Assistance Program (OSAP), admission requirements to post-secondary programs, colleges and universities, including apprenticeship programs. Maintains statistics (Tel. 965-5477) on full and part-time post-secondary instruction in colleges and universities, manpower retraining, apprenticeship training, private vocational schools. Provides statistical data service for the Legislature to supplement policy, planning and administrative activities of the ministry, and provides the ministry with research consulting and advisory services. It is responsible for the library (965-1451) that serves the ministry, other government agencies and others through interlibrary loans.

416-965-5006
COMM SOC, CAPITAL & ADMINISTRATIVE SERVICES BR provides technical expertise and consultative services to municipalities and non-profit organizations that want to establish facilities for rehabilitation, residential and social services under various Acts administered by the ministry. Maintains statistics on existing facilities. Carries out inspection program for fire and other safety measures in all ministry institutions and those operated under the above Acts. Contact district offices. Also supplies the ministry with administrative services. For a description of functions see first entry under administrative services.

416-965-5095
COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices re: funding, licensing and supervision of day nurseries; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.); and provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding child care and pre-school education. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For financial questions contact 965-2521. Contact district office.

416-965-2696
CULT & REC, PROVINCIAL LIBRARY SERVICES is responsible for assistance to public libraries throughout Ontario. Provides library grants, library by-laws and statistics, and other information assistance. Maintains close liaison with

associations related to library functions and develops library services on a province-wide basis. Publishes the Ontario Library Review and In Review: Canadian Books For Children.

416-965-8163

HEALTH, DATA DEVELOPMENT AND EVALUATION BR is responsible to all levels of the health care sector engaged in the planning and evaluation process for the identification, interpretation and provision of health and socio-economic information in areas such as health care utilization, monitoring of health care payment systems, regional distribution of health care services, and health care statistics related to hospitals and other medical and health care institutions.

416-965-7119

IND & TOUR, ECONOMIC ANALYSIS & RESEARCH BR, Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request. Tourism and Services Research Section (965-5725) develops and maintains an effective data base and data-related information service for the tourism sector in Ontario, and provides a research service to support and direct Ministry activities such as the Interministerial Tourism and Outdoor Recreation Planning Study (TORPS).

416-965-5757

IND & TOUR, TOURISM OPERATIONS BR advises tourism establishment owners and prospective entrepreneurs, municipal officials, chambers of commerce, local tourism groups and regional travel associations on planning, development and marketing of tourism area facilities, attractions and events. Operates travel information centres with year-round travel counsellors at major border crossing points, and 30 summer travel centres located at secondary border crossings and along Highway 401. Issues licences to tourism establishments and takes complaints about them. Assists with implementation of Ontario Travel Association Program (OTAP). Reference materials, publications, and statistics available. Contact Regional Office.

416-965-8710
LABOUR, STAFF BR acts in an advisory capacity on occupational safety (construction and industrial), mining safety and occupational health; formulates legislation and procedures, maintains files, collects and manually tabulates statistics, and does research on occupational hazards as a service to the Minister of Labour and inspectional branches.

416-965-1016
NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains mineral economic statistics and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-1172), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing gas or oil or for geochemical and geophysical exploration. Issues permits to drill and operate machinery.

416-965-2923
REVENUE, REVENUE RESEARCH BR prepares, for ministry use only, management information and statistics on tax administration. Undertakes special studies on tax research matters, Revenue Division planning, legislation control.

416-965-4871
SOL GEN, OFFICE OF THE FIRE MARSHAL assists municipalities in establishing municipal fire departments including training of personnel and conducting fire protection technology courses; develops fire prevention by-laws; prepares specifications for fire apparatus and equipment; conducts municipal fire protection surveys and fire department promotional examinations (965-4858). Approves plans for institutional and public buildings as well as hotels; administers Lightning Rods Act; consults with governments and architects on major fire problems; supports fire codes and statutes committees (965-4851). Investigates causes of incendiary, large loss & fatal fires, gaseous explosions; assists Crown attorneys and coroners (965-4861). Promotes public safety programs; publishes fire loss statistics and technical, legal, instructional and fire prevention literature (965-4871). Film library loan service available. Advisory and investigation services are provided from Toronto and district offices. Contact local fire department for fire fighting and prevention.

416-965-6566
TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for

planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturers, energy, forest industries, call 965-7078; credit unions, registration of mortgages, health expenditure, mines, call 965-3792; gross provincial product & economic accounts for Ontario, call 965-4801; demographic and social statistics estimates and projections, call 965-2217.

416-965-7143

TR & COMM, DRIVER LICENSING OFFICE issues an appropriate drivers licence to all eligible applicants in Ontario, including learners permits, renewals, replacements and corrections of licences. Collects and refunds appropriate fees to drivers. Maintains statistics on collisions. For driver examination contact regional or district offices.

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Commercial Vehicles Operations & Safety Program studies: vehicle stability, braking and handling including effects of mechanical and structural condition, as related to operational performance and safety; impact of new vehicle standards and provincial highway regulations on safety; driver characteristics and commercial vehicle accidents data and statistics.

STATUTE

416-965-2841

ATT GEN, LEGISLATIVE COUNSEL SERVICES provides legislative advisory services to members of provincial parliament (MPP), government Ministers and Ministries. The Legislative Counsel Services is responsible for the drafting of bills and regulations, and for the preparation of annual statute books and the filing and publishing of regulations. For information on regulations, contact 965-2854.

STATUTORY HOLIDAYS

Statutory Holidays, see Labour Employment Standards Br.

STEAM

416-965-4188

CCR, OPERATING ENGINEERS BR promotes the safe operation of power plants by examining, certifying and issuing licences to operators of steam, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

STORAGES

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls fruit and vegetable dealers. Issues licences to nurseries, and controls disease found in them. Licenses controlled atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) producing, packaging, wholesaling and retailing. Contact county or district office.

STORE CLOSING

Store Closing, see Sol Gen Retail Business Holidays Act.

STORMS

416-965-2204

TE & IA, SUBSIDIES BR administers provincial and federal-provincial subsidy programs under which grants, loans and other payments are made to municipalities and individuals. These include: financial assistance to municipalities for damage sustained due to Great Lake water levels and storms (965-7499); through municipalities, assistance to elderly property owners in the form of interest-free tax credits (965-3500); financial incentives for employment creation (965-3500); tax relief to owners of productive farm land (965-7994) and managed forests (965-3500); payment of taxes or grants-in-lieu of taxes on provincially-owned properties (965-2428).

STREAMS

Streams, see also Lakes, Rivers, Watersheds, Water

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Utility Operations Section provides water and waste water service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and other water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call

Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for activities of other two sections.

416-965-4590
ENV, WATER RESOURCES WATER MODELLING Section develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and ground water to waste inputs, withdrawals, pollution control measures, land-use practices and climatic conditions, in order to aid development of water management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

416-832-2261
NAT RES, FISH AND WILDLIFE RESEARCH BR near Maple, Ontario, conducts biological and environmental research and provides information on the principles of scientific fish and wildlife management, wildlife diseases and parasites, productivity of lakes and streams, aquatic systems ecology, behaviour of animals, animal pathology. Contact Director, Box 50, Maple.

416-965-7883
NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, mercury levels, lamprey, frog, turtle and snake identification, fish hatcheries, fish sanctuaries, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The Branch can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides: information on boating restriction regulations and Small Craft Harbours, and liaison with the Federal government on these matters (965-7887). Contact district offices.

STRIKES

Strikes, see also Education Relations Commission.

416-965-7941
LABOUR, CONCILIATION & MEDIATION SERVICES BR provides conciliation officers who help labour and employers to arrive at a settlement of disputes. Mediation officers are provided after the conciliation process if necessary. Parties in a labour dispute must use the government's conciliation services before resorting to strikes or lockouts.

416-965-0204
LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

STUDENT AWARDS

Student Awards, see also Coll Univ, Policy and Planning Coordination.

416-965-5921
COLL UNIV, ACCOUNTS AND ADMIN SERVICES BR performs the accounting (phone: 965-9051) and administrative services (phone: 965-6426) functions for the ministry. Accounting includes processing and distribution of student awards and operating funds for post-secondary institutions, as calculated by the Student Awards and Institutional Accounting branches, respectively. For a description of accounting and administrative service functions, see first entries under accounting and administrative services.

416-965-5241
COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance to Ontario students studying at colleges and universities. Administers three programs based on financial need: the Ontario Student Assistance Program - Canada Student Loan (OSAP - CSL); Ontario Student Loan (OSL); and Ontario Special Bursary (OSB). The assistance may come as loans or grants. The branch also awards fellowships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships, and has programs for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, Summer Language Bursary and Interprovincial Second Language Monitor Program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions,

contact this branch.

STUDENT GUIDANCE

Student Guidance Information Service, see Educ Student Activities & Special Projects Br.

STUDENTS

Student Exchanges, see Coll Univ Student Awards Br, Civ Serv Staff Training & Development Br, Educ Student Activities & Special Projects.

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR, in addition to the information service function of explaining and publishing material on ministry programs, answers questions from students, guidance counsellors and parents about the Ontario Student Assistance Program (OSAP), admission requirements to post-secondary programs, colleges and universities, including apprenticeship programs. Maintains statistics (Tel. 965-5477) on full and part-time post-secondary instruction in colleges and universities, manpower retraining, apprenticeship training, private vocational schools. Provides statistical data service for the Legislature to supplement policy, planning and administrative activities of the ministry, and provides the ministry with research consulting and advisory services. It is responsible for the library (965-1451) that serves the ministry, other government agencies and others through interlibrary loans.

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance to Ontario students studying at colleges and universities. Administers three programs based on financial need: the Ontario Student Assistance Program - Canada Student Loan (OSAP - CSL); Ontario Student Loan (OSL); and Ontario Special Bursary (OSB). The assistance may come as loans or grants. The branch also awards fellowships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships, and has programs for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, Summer Language Bursary and Interprovincial Second Language Monitor Program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

416-965-6601

CORR SERV, PERSONNEL BR performs the personnel functions for

the Ministry of Correctional Services. For a description of branch activities, see first entry under personnel. Also operates summer employment programs for students based on experience and assigned task projects for four month work periods in institutions.

416-965-2654

EDUC, CORRESPONDENCE EDUCATION BR provides Ontario residents with the opportunity to obtain or supplement elementary and secondary education through correspondence courses. All courses have the same credit values as those offered by an Ontario elementary, secondary or inspected private school and certificates are given to students upon the successful completion of courses. The Branch also presents secondary school graduation diplomas and secondary school honour graduation diplomas to qualified students. For details about eligibility, courses and services of the branch, call 965-2657 or write to: Correspondence Education Branch, 909 Yonge St., Toronto M4W 3G2, or contact Ministry's Regional Services Branch which can provide application forms and information pamphlets.

416-965-2190

EDUC, COUNCIL ON FRENCH LANGUAGE SCHOOLS ensures the continuing development of education for French-speaking students in Ontario. The Council advises the Minister of Education and his Deputy on all matters pertaining to French language schools.

416-965-6669

EDUC, EDUCATION DATA PROCESSING BR provides the ministry with data processing services and, through a cooperative remote job entry network, to a broad segment of the provincial educational community. Designs and maintains systems for the ministry, some boards of education and schools. Systems include: the Student Guidance Information Service which offers career and educational planning information to students, the Student Scheduling System to test the viability of class scheduling timetables, the Personnel Payroll Administration System for school boards.

416-965-2663

EDUC, SPECIAL EDUCATION BR provides educational programs for some exceptional children outside the normal school structure in Ontario schools for the blind and deaf and in 12 developmental centres schools for the retarded and emotionally disturbed. Operates Belleville Teacher Education & Media Centre to train teachers of the deaf. School boards may use resources of these schools and special education officers in assessment, counselling, teacher training and for

teaching materials. Advises special education officers and recommends program policy for exceptional students in local schools. In cases of children with learning disabilities, the branch provides counselling, resources and general guidelines to school boards for the school boards' programs within the school system. Coordinates Ministry summer courses for teachers in special education.

416-965-5620

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and teachers (tel. 965-5635), and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989) Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Project Japan (965-5629), Teacher Exchange Programs (965-5996). Also operates the Ontario Student Leadership Centre (OSLC) which accepts secondary school students for a series of training courses in leadership through physical education and athletics, music, student government (965-5989). The Student Guidance Information Service (SGIS) (965-9676) provides computerized career and institutional information to schools. Also is responsible for preparation of guidance documents and Ontario Student Record (OSR) material.

416-965-3405

IND & TOUR, SMALL BUSINESS OPERATIONS Div, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour Consultative Services Br entries listed separately in this index. The Selective Placement Section provides professional and skilled manpower counselling and, in cooperation with Canada Manpower & Immigration, direct overseas recruitment assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers grants to Business Schools at Ontario universities for employment of their students in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.

416-965-3540

ONTARIO YOUTH SECRETARIAT researches information and advises the Ontario Government and ministries on policies and programs involving youth (persons approximately 16 - 24 years). The Secretariat coordinates government programs

involving youth, e.g. summer employment for students. They also offer an information service on government youth services. Inquiries about the Ontario government's Experience Program should be directed to Tel.: 965-0480.

STUFFED ARTICLES

Stuffed Articles, see Upholstered and Stuffed Articles

SUBDIVISIONS

416-965-5506

HOUSING, SUBDIVISIONS BR implements Ministry program designed to provide adequate housing within a sound planning framework. The province is responsible for approving plans of subdivisions and condominiums across Ontario (except where approval power has been delegated to a regional municipality). The branch ensures that these decisions conform to local, provincial and federal policies.

SUBPOENAE

416-965-7338

ATT GEN, CROWN ATTORNEYS OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. The Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

SUBSIDIES

Subsidies, see Grants

SUBWAYS

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways; for the purchase of capital assets; and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transit services (248-3785). Develops planning policies for provincial highways system, and studies route locations (248-3577).

Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airports system and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities, and is involved in public participation programs in ministry projects (248-3931).

SUCCESSION DUTIES

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation Tax (965-1774).

SUMMER EMPLOYMENT

Summer Employment, see Employment

SUPERANNUATION

416-226-2700

EDUC, TEACHERS SUPERANNUATION COMMISSION provides pensions for teachers upon retirement or early retirement because of physical or mental disability. Also provides income to widowed spouse or orphans of a deceased teacher.

416-965-6861

GOVT SERV, EMPLOYEE BENEFITS BR administers the following employee benefits plans: Public Service Superannuation Act (PSSA), Superannuation Adjustment Benefits Act (SABA), Legislative Assembly Retirement Allowances Act (LARAA), Employees' Group Insurance Plan (EGP), Long Term Income Protection (LTIP) for employees of the Ontario Public Service only. Informs existing and retired employees of the benefits available. The branch is not concerned with family benefits or pensions in the private sector.

416-965-1727

GOVT SERV, MANAGEMENT CONSULTING SERVICES Division provides professional management consulting services to the ministries and agencies of the Ontario government in the areas of organization, operations, human resources management, electronic data processing (EDP), management information systems, finance, management science and actuarial science. The division also acts as actuaries to the Public Service Superannuation Fund (PSSF).

416-965-2097

GOVT SERV, PUBLIC SERVICE Superannuation Board recommends payments of annuities, pensions and disability benefits and approves applications in respect of past service credits and pension credit transfers. The Public Service Superannuation Board also hears appeal from contributors, pensioners or dependents against administrative decisions. Pensions for Ontario Public Service employees are handled by Employee Benefits Branch (965-2097). Private pension plans should be referred to the Pension Commission of Ontario (965-2961).

SUPREME COURT OF ONTARIO

416-965-2881

ATT GEN, DIRECTORS of COURTS ADMIN and Inspector of Legal Offices manages the civil and criminal courts in Ontario. County and Small Claims Court Offices Branch (965-7945) handles matters involving Sheriffs, local Supreme Court of Ontario Registrars, County Court Clerks, Surrogate Court Registrars, Small Claims Court Clerks and Bailiffs. Provincial Court Offices Br (965-0916) handles matters involving Provincial Court Criminal and Family Division offices, and Observation and Detention Homes. Court Reporting Branch (965-2848) is involved in court reporting procedures. Appointments for Justices of the Peace, Notaries Public, commissioners for taking affidavits are also handled by this division (965-2816). For matters concerning court accommodation, contact 965-8453.

416-965-5545

ATT GEN, SUPREME COURT of ONTARIO, the highest civil court in the province, consists of three divisions: the High Court of Justice, the trial division; the Divisional Court of the High Court, with jurisdiction to hear certain appeals; and the Ontario Court of Appeal, which hears only appeals and is the highest court in the province. With certain exceptions, any party before the High Court may demand a trial by judge and jury. The new Family Law Division of the High Court (965-7418) handles trials of divorce actions and motions relating to disputes between husband and wife or parents and children, e.g. infant custody, maintenance and/or support. There is a local office of the Supreme Court in every county or district. The Divisional Court and Court of Appeal sit in Toronto.

416-965-5545

ATT GEN, SUPREME COURT OF ONTARIO REGISTRAR'S Office, Judicial District of York handles inquiries regarding civil litigation commenced in this district, including divorce actions as to state of action (965-5582). Provides certified copies of court documents, e.g. final divorce decree

(965-5563). For listing of cases for trial, contact 965-7418 for divorce and 965-7415 for cases other than divorce. Outside this Judicial District, contact county or district Supreme Court Registrar. Questions about legal rights and advice should be referred to a lawyer.

SURROGATE COURT

416-965-2881

ATT GEN, DIRECTORS of COURTS ADMIN and Inspector of Legal Offices manages the civil and criminal courts in Ontario. County and Small Claims Court Offices Branch (965-7945) handles matters involving Sheriffs, local Supreme Court of Ontario Registrars, County Court Clerks, Surrogate Court Registrars, Small Claims Court Clerks and Bailiffs. Provincial Court Offices Br (965-0916) handles matters involving Provincial Court Criminal and Family Division offices, and Observation and Detention Homes. Court Reporting Branch (965-2848) is involved in court reporting procedures. Appointments for Justices of the Peace, Notaries Public, commissioners for taking affidavits are also handled by this division (965-2816). For matters concerning court accommodation, contact 965-8453.

416-965-7314

ATT GEN, SURROGATE COURT issues letters probate of persons who die testate (with a Will), and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of children. Also processes applications for the custody of children. The Surrogate Court also handles contestated claims against estates, Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost Wills. Contact local Surrogate Court Registrar.

SURVEYS

Surveys, see also Maps

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch, provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost, obliterated or not registered. Does not provide for the creation of new divisions. Provides grants under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

705-942-1800

NAT RES, AIR SERVICE BR in Sault Ste. Marie operates a fleet

of aircraft for forest fire detection and suppression, timber, fish and wildlife management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation.

416-965-4641

NAT RES, GEOLOGICAL BR provides information on the geology and mineral resources of Ontario for development of policy on management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques and presentation of education classes and lectures on minerals. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures and unpublished files are used by the general public, prospectors, mining companies, universities and government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake and Sudbury district offices.

416-965-6225

NAT RES, SURVEYS & MAPPING BRANCH A. The Branch provides topographical and cadastral descriptions of the land base. Cartography Section (965-4743) produces planimetric, geological and other thematic maps for ministry field surveys. Inventory Section (965-6914) maintains the Forest Resources Inventory (FRI) and data on forest stands in Northern Ontario. Drafting Services Section (965-7108) provides drafting, mapping and graphics support services to the ministry. Control Surveys Section (965-4538) will install and manage a provincial system to coordinate, and set standards for, control surveys. Cadastral Surveys Section (965-2714) has data from ministry surveys and from private surveyors on resurveys of township boundaries and Crown land surveys prior to their disposition under statute. See also Nat Res Surveys & Mapping Branch (B) for other activities.

416-248-3248

TR & COMM, SURVEYS AND PLANS OFFICE, Highway Engineering Div provides the ministry with: aerial and ground surveys relative to remote sensing, computer graphics, photogrammetric plans, cartographic maps, legal survey plans and documents. Maps are also available to the public. Contact regional or district offices.

SWIMMING POOLS

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, Public Health Engineering Section collects and evaluates data on the quality of the water supply in recreation areas and on the analysis of drinking water. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

SWINE

Swine, see Livestock

SYNCRUDE PROJECT

416-965-6276

ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in energy related projects in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the Syncrude Project to extract crude oil from the Athabasca oil sands in Alberta, and the Polar Gas Project to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

TAKE-OVER BIDS

416-965-2880

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (Phone: 965-6550). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (Phone: 965-2877). Investigates complaints about brokers and salesmen of securities and about actions by companies affecting the value of securities (phone: 965-2874). Handles registration of securities dealers, salesmen, underwriters and advisers (Phone: 965-6578).

TAX

Tax, see also Property Taxation

416-965-7574

ATT GEN, ASSESSMENT REVIEW COURT hears complaints against realty and business assessment based on real property valuation for municipal tax purposes. For further

information on real property assessment, see Revenue Assessment Field Operations Branch listed in this index. Contact Municipal Office locally for questions on property taxation and rates. For assessment complaints, contact Regional Registrar of Assessment Review Court.

416-965-2785

NAT RES, DIVISION OF FORESTS is responsible for the production and harvesting of timber and the provision of woodland for recreational purposes. Forest Management Br. grows seedlings for provincial nurseries and the public for reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests. Forest Research Br in Maple (416 832-2261) provides scientific and technical knowledge through research in forest management. Timber Sales Br. (965-2731) is responsible for management and licensing of timber sales. Contact regional or district offices.

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) conducts land acquisition for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing of prospector's licences, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown lands. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls, carries out forfeiture process for patented mining lands.

416-965-1559

NAT RES, MINE TAX ASSESSMENT issues annual assessment (tax) notices to Ontario mining companies on the basis of profit. Administers the Mining Tax Act.

416-965-1824

NAT RES, MINING AND LANDS COMMISSIONER exercises administrative and judicial duties under The Mining Act, The Mining Tax Act 1972 and The Beach Protection Act and such

duties of the Minister of Natural Resources as are assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture and dispute and appeal hearings. Contact Queen's Park or regional offices.

416-965-5403

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives refunds of corporation and land taxes. For information on Land Transfer Tax and Land Speculation Tax, call 965-1774.

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, aviation fuel, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors.

416-965-8470

REVENUE, ONTARIO TAX CREDIT SYSTEM Information Centre provides multilingual assistance to Ontario residents in completing their Ontario Tax Credit form and claiming their property, sales, pensioner and political contributions tax credits when filing their federal personal income tax forms. The first three credits are available regardless of income tax payable; the last only to those who donated to Ontario registered parties, candidates & constituency associations. Residents outside Metro Toronto may call the Centre free of charge by asking Operator for Zenith 8-2000. In Metro Toronto, call 965-8470. General inquiries re Federal Tax should be referred to district offices of the Federal Department of National Revenue; in Toronto call 869-1500.

416-965-5772

REVENUE, RETAIL SALES TAX BR administers the collection of Retail Sales Tax by Ontario vendors. This tax is paid at the time of purchase on certain goods consumed in Ontario. The branch operates district offices throughout Ontario which register vendors, issue vendors permits and provide information concerning tax exempt items and other aspects of the tax, as well as carrying out periodic audits. Tax under the Race Tracks Tax Act is also collected by the branch. In

Metro Toronto, call 487-7161. In other regions, refer to Appendix of this book for local telephone numbers and addresses.

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation Tax (965-1774).

416-965-2204

TE & IA, SUBSIDIES BR administers provincial and federal-provincial subsidy programs under which grants, loans and other payments are made to municipalities and individuals. These include: financial assistance to municipalities for damage sustained due to Great Lake water levels and storms (965-7499); through municipalities, assistance to elderly property owners in the form of interest-free tax credits (965-3500); financial incentives for employment creation (965-3500); tax relief to owners of productive farm land (965-7994) and managed forests (965-3500); payment of taxes or grants-in-lieu of taxes on provincially-owned properties (965-2428).

416-965-4746

TE & IA, TAXATION AND FISCAL POLICY BR coordinates preparation of provincial budget and Ontario Finances (progress report on budget performance). Researches and develops tax and fiscal policy alternatives for government.

TAX CERTIFICATES

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices in Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of school supporters, and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

TAX CREDITS

416-965-8470

REVENUE, ONTARIO TAX CREDIT SYSTEM Information Centre provides multilingual assistance to Ontario residents in completing their Ontario Tax Credit form and claiming their property, sales, pensioner and political contributions tax credits when filing their federal personal income tax forms. The first three credits are available regardless of income tax payable; the last only to those who donated to Ontario registered parties, candidates & constituency associations. Residents outside Metro Toronto may call the Centre free of charge by asking Operator for Zenith 8-2000. In Metro Toronto, call 965-8470. General inquiries re Federal Tax should be referred to district offices of the Federal Department of National Revenue; in Toronto call 869-1500.

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TAX EVASION

416-965-7767

REVENUE, SPECIAL INVESTIGATIONS BR investigates cases of deliberate tax evasion and prosecutes such cases as warranted.

TAX RESEARCH

416-965-2923

REVENUE, REVENUE RESEARCH BR prepares, for ministry use only, management information and statistics on tax administration. Undertakes special studies on tax research matters, Revenue Division planning, legislation control.

TAXATION

Taxation, see Tax, also Property Taxation

TE & IA ACCOUNTS & OFFICE SERVICES BR **416-965-4085**

TE & IA, ACCOUNTS & OFFICE SERVICES BR performs the accounting and office support functions for the Ministry of Treasury, Economics and Intergovernmental Affairs, in

addition to those of the Ontario Economic Council, Niagara Escarpment Commission, Ontario Land Corporation, Ministry of Energy, Ontario Energy Board, Management Board Secretariat and Civil Service Commission. For a description of functions, see first entries under accounting and administrative services.

TE & IA ADMINISTRATION PROGRAM **416-965-3518**
TE & IA, ADMINISTRATION PROGRAM, in addition to providing overall direction and coordination for the Ministry of Treasury, Economics and Intergovernmental Affairs in the areas of resource allocation and planning, internal ministry policies and procedures, etc. and common support services, provides full administrative services to the following: Ministry of Energy, the Ontario Energy Board, the Niagara Escarpment Commission, the Ontario Economic Council and the Ontario Land Corporation, & except for personnel services, to the Civil Service Commission and to Management Board.

TE & IA ADVISORY SERVICES BR **416-965-3514**
TE & IA, ADVISORY SERVICES BR encourages and assists Ontario municipalities in improving their management practices and in developing and promoting effective local government management techniques. Assists local governments to improve internal organization and processes by which their statutory responsibilities are discharged. Advises on human resources management. Coordinates Local Government Management Program (LGMP). Advice on metrication in municipalities is available.

TE & IA CENTRAL STATISTICAL SERVICES **416-965-6566**
TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturers, energy, forest industries, call 965-7078; credit unions, registration of mortgages, health expenditure, mines, call 965-3792; gross provincial product & economic accounts for Ontario, call 965-4801; demographic and social statistics estimates and projections, call 965-2217.

TE & IA COMMUNICATIONS GROUP **416-965-7171**
TE & IA, COMMUNICATIONS GROUP, aside from the services mentioned in the general description (see first entry under information service), has a French Information Officer who provides information and communications advice to other

Ontario Government ministries, the media and the public. Coup d'Oeil, a publication in French containing brief descriptions of government programs, is produced monthly for the French media and the public.

TE & IA ECONOMIC ANALYSIS BR **416-965-5454**
TE & IA, ECONOMIC ANALYSIS BR monitors economic and social developments in Ontario, Canada and elsewhere. Provides provincial government with consultative services on short-term consequences for Ontario of proposals from government and the public. Studies include natural resources, transportation, energy and labour aspects.

TE & IA ECONOMIC DEVELOPMENT BR **416-965-7081**
TE & IA, ECONOMIC DEVELOPMENT BR coordinates the preparation of development strategies for the regions of Ontario in consultation with other provincial ministries and local governments. Reviews and updates planning policies as outlined in Design For Development series. Contact: for general information, 965-7081; Central Ontario, Eastern Ontario, Northwestern Ontario and Northeastern Ontario Regions, 965-7081; Southwestern Ontario Region, 965-2296.

TE & IA ECONOMIC POLICY BR **416-965-2999**
TE & IA, ECONOMIC POLICY BR researches and advises the Ministry on medium and long term socio-economic policies and strategies. Studies foreign investment, foreign trade policy, Competition Act, housing, energy, and anti-inflation programs.

TE & IA EXTERNAL ACTIVITIES COORDINATION **416-965-3356**
TE & IA, EXTERNAL ACTIVITIES COORDINATION SECRETARIAT provides policy advice on Ontario's participation in Canada's international relations. Makes specific recommendations on current intergovernmental issues of an international nature. Coordinates such activities as Ontario participation in international conferences and programs, treaty assessments, international development assistance, and analysis of information from Canadian embassies and international organizations. Provides federal-provincial liaison between the Ontario Government and the federal Department of External Affairs.

TE & IA FEDERAL-PROVINCIAL **416-965-3340**
TE & IA, FEDERAL-PROVINCIAL & Interprovincial Affairs Secretariat provides policy advice on Ontario's participation in federal-provincial and interprovincial relations. Assesses current issues in Confederation including such matters as the distribution of powers, and the effects of many programs on Ontario's relations within federation.

Makes recommendations to ministries on specific federal-provincial or interprovincial issues. Through the Ontario Quebec Permanent Commission promotes exchanges with Quebec by governments, individuals, groups, schools and organizations in such areas as education, culture and public administration.

TE & IA FINANCE MANAGEMENT BR **416-965-2914**
TE & IA, FINANCE MANAGEMENT BR issues and retires Province Ontario debt securities (debentures) and treasury bills. Manages provincial cash resources. Monitors provincial income and expenditure cash flow.

TE & IA FINANCIAL INFORMATION & ACCOUNTING **416-965-5273**
TE & IA, FINANCIAL INFORMATION & ACCOUNTING Policy Branch is responsible for public reporting of government financial information. Produces Public Accounts annually for Legislature and the public. Operates Consolidated Revenue Fund accounting systems and budget monitoring system serving provincial ministries and agencies. Accounting Research and Policy Development Section (965-1731) serves ministries and agencies on development of financial information system and financial information and accounting policy development. Maintains financial administration policy liaison with Management Board and banking policy liaison with the banking community.

TE & IA INTERGOVERNMENTAL FINANCE & GRANTS **416-965-3505**
TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal grant structure, including deconditionalizing of various specific grants. Develops budget options for assistance to local government and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for unconditional grants. Administers all unconditional grants, valued at over $400 million in 1977. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

TE & IA INTERNAL AUDIT SERVICES BR **416-965-5123**
TE & IA, INTERNAL AUDIT SERVICES BR provides an internal audit capacity within the ministry to reinforce post-audit requirements and promote safekeeping of public funds and property entrusted to the ministry. For a description of functions, see first entry under audit.

TE & IA LIBRARY SERVICES BR **416-965-2314**
TE & IA, LIBRARY SERVICES BR has reference materials for use by the Ministry and its agencies, and to a lesser extent, by other provincial and federal ministries. The Library has three indices which may be of interest to municipalities and the public: an index to the Private Acts of Ontario since 1867; an index and History of Incorporation for Ontario Municipalities since 1792; an index to unincorporated places in Ontario. Questions on annexations, amalgamations, dissolutions of municipalities, e.g. to which county or district certain townships, villages, towns and cities belong, can be answered by this branch.

TE & IA LOCAL GOVERNMENT ORGANIZATION BR **416-965-6934**
TE & IA, LOCAL GOVERNMENT ORGANIZATION BR advises the Government on provincial policy for local government functions and organization, including local government reform based on local needs. Participates in the County Restructuring Studies Program (CRSP). Reviews division of local and provincial functions. Reviews role and organization of municipal councils, and suitability of Special Purpose Bodies. Reviews all legislation and Ontario Municipal Board decisions affecting municipalities.

TE & IA MANAGEMENT SERVICES BR **416-965-7582**
TE & IA, MANAGEMENT SERVICES BR assists management in the planning needed to achieve Ministry objectives in the effective allocation of human, financial and technical resources, and in the evaluation of program and organizational performance. Organization Development Group (965-5500) creates and maintains a coordinated organization and development program. Program Analysis Group (965-1590) provides program analysis support needed to develop multi-year plans and estimates forecasts, to meet program objectives and evaluate program performance.

TE & IA MINISTRY OFFICE **416-965-5204**
TE & IA, MINISTRY OFFICE provides executive, secretarial, administrative and clerical support for the Treasurer of Ontario, the Parliamentary Assistant, the Deputy Minister and the Assistant Deputy Ministers. Included in this group are the offices of the Ministry Policy Coordinator (965-7039) and the Women's Coordinator (965-1979). The Ministry Policy Coordinator's office coordinates and monitors ministry policy proposals to Cabinet and Cabinet Committees and communicates Government policy decisions to staff.

TE & IA MUNICIPAL FINANCE BR **416-965-1671**
TE & IA, MUNICIPAL FINANCE BR maintains a municipal financial data system; produces financial analyses based on mun.

financial statements; maintains: summary of mill rates, register of prov'l. grants to local sector & monitors its fiscal capacity. Advises on local sector debt. Studies property taxation to develop new system. Advises regional/restructured gov'ts. on financial policy; manages Special Assistance part of unconditional grants. Administers Ont. Mun. Improvement Corp. (OMIC), Ont. Educ. Capital Aid Corp. (OECAC), Ont. Univ. Capital Aid Corp. (OUCAC). Contact: Loc. Gov't. Financial Analysis, 965-2417; Loc. Gov't. Tax Reform 965-2194; Restructured Municipalities Finance, 965-1074; Mun. Borrowings, 965-2451; Finance Legislation, 965-0577.

TE & IA OFFICE OF LEGAL SERVICES **416-965-6926**
TE & IA, OFFICE OF LEGAL SERVICES provides legal services for the Ministry of Treasury, Economics and Intergovernmental Affairs. For a description of branch activities, see first entry under legal services.

TE & IA ONTARIO ECONOMIC COUNCIL **416-965-4315**
TE & IA, ONTARIO ECONOMIC COUNCIL is an advisory group reporting to the Government on a wide range of economic and other matters, such as urban affairs, social security, health and education policy. The Ontario Economic Council (OEC) coordinates its work with the Economic Council of Canada and government ministries. The OEC publishes an annual report which details research publications and work in progress.

TE & IA ONTARIO LAND CORPORATION **416-965-6616**
TE & IA, ONTARIO LAND CORPORATION (OLC) provides financing for land assemblies for new towns and industrial parks. Provides financing through Ontario Development Corporation for municipal industrial parks. Holds title to and manages land assemblies until assignment to permanent use.

TE & IA ONTARIO QUEBEC PERMANENT COMMISSION **416-965-2927**
TE & IA, ONTARIO QUEBEC PERMANENT COMMISSION (OQPC) promotes and stimulates exchanges between governments, individuals, groups, schools and organizations in Ontario and Quebec to foster understanding and cooperation between residents of the two provinces. The Commission does not fund or operate programs directly, but encourages Ontario and Quebec ministries responsible for such areas as education and cultural affairs to provide joint support. Also coordinates exchanges between Ontario and Quebec civil servants to permit sharing of views and experiences on common problems of public administration.

TE & IA PARKWAY BELT GROUP **416-965-3243**
TE & IA, PARKWAY BELT GROUP manages the activities involved

in the Parkway Belt System. The System is a major part of the Toronto-Centred Region Concept that is designed to provide for urban areas physically arranged in two tiers to the west and east of Toronto.

TE & IA PERSONNEL ADMINISTRATION BR **416-965-6171**
TE & IA, PERSONNEL ADMINISTRATION BR performs the personnel functions for the Ministry of Treasury, Economics and Intergovernmental Affairs. For a description of branch activities, see first entry under personnel.

TE & IA PROJECT-TOWNSITE DEVELOPMENT GROUP **416-965-6945**
TE & IA, PROJECT-TOWNSITE DEVELOPMENT GROUP researches, designs, organizes and manages activities required to carry out such projects as: the development of new northern communities and/or expansion of existing ones to serve population growth from resource development activity, or special studies of areas affected by provincial policies. Function transferred to the Ministry of Northern Affairs 1977.

TE & IA PROVINCIAL MUNICIPAL AFFAIRS **416-965-6989**
TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses and advises on provincial-municipal relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA), and Federation of Canadian Municipalities (FCM). Organizes provincial-municipal and tri-level consultation and conferences on joint programs of federal-provincial governments and municipalities. Publishes the Municipal Directory annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc.

TE & IA REGIONAL OFFICES **416-226-6574**
TE & IA, REGIONAL OFFICES. Five Regional Offices in Ontario advise and assist municipalities, the public, other government ministries and agencies on all aspects of local government. Coordinate government relationships with municipalities. Identify and initiate action in cases of municipal difficulty. Advice is provided: through review of municipal financial statements; through dissemination of information on existing programs available; through assessment of implications of specific actions, e.g. proposed major capital expenditures; and as specifically requested.

License auditors who audit municipal books. Contact regional offices.

TE & IA SECURITIES BR **416-965-6691**
TE & IA, SECURITIES BR acts as transfer agent for the province in domestic and foreign capital markets and in provincial borrowing (Province of Ontario debt securities, debentures, bonds) to ensure prompt interest payment and to supply information on transfer requirements to investors. Keeps in trust security deposits made by the public when required by provincial programs.

TE & IA SUBSIDIES BR **416-965-2204**
TE & IA, SUBSIDIES BR administers provincial and federal-provincial subsidy programs under which grants, loans and other payments are made to municipalities and individuals. These include: financial assistance to municipalities for damage sustained due to Great Lake water levels and storms (965-7499); through municipalities, assistance to elderly property owners in the form of interest-free tax credits (965-3500); financial incentives for employment creation (965-3500); tax relief to owners of productive farm land (965-7994) and managed forests (965-3500); payment of taxes or grants-in-lieu of taxes on provincially-owned properties (965-2428).

TE & IA TAXATION AND FISCAL POLICY BR **416-965-4746**
TE & IA, TAXATION AND FISCAL POLICY BR coordinates preparation of provincial budget and Ontario Finances (progress report on budget performance). Researches and develops tax and fiscal policy alternatives for government.

TEACHERS

416-965-1192
CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional programs, organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on: recreation education advising those who provide professional preparation at colleges and universities; leisure education, training teachers within the school system; leisure counselling, training recreationists of municipalities; recreation research, administering grants in aid of research in recreation. Professional upgrading is promoted through a new certification program. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL). Special Interests Section (965-5665) serves: those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens, women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-2611

EDUC, FINANCIAL MANAGEMENT BR, besides the normal functions of financial management (965-2611), accounting (965-2612), and audit (965-5833), collects outstanding loans made under the Ontario Student Aid Loan Plan, a student aid program discontinued in 1964. Also collects fees for summer courses offered to teachers and for duplicates of students' transcripts and teachers' certificates.

416-965-2609

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of elementary & secondary school teaching certificates (965-2600); evaluation of teaching qualifications (965-6126); evaluation of academic qualifications, including those of Ontario landed immigrants (965-1357); admission of teachers to Ministry summer courses (965-4487); secondary school diplomas, scholarships (965-7291); secondary school bursaries (965-6126); transcripts of student records (965-5384); transcripts of teacher training courses (965-2600); and inspection of private schools (965-6802). The Branch evaluates foreign education documents at the elementary and secondary school levels for employment and study purposes.

416-965-2308

EDUC, MANAGEMENT SERVICES BR supplies the ministry with administrative services. For a description of functions see first entry under administrative services. Maintains micro

files on teachers. Responsible for records and forms management, administrative systems, purchasing, word processing centre, warehouse and distribution centre and copycentres.

416-965-2667

EDUC, PROFESSIONAL DEVELOPMENT BR administers summer courses for teachers (965-2664). Coordinates teachers' winter courses which are sponsored by local school boards and approved by regional offices (965-2450). Arranges teacher and school board personnel exchange programs within Ontario and across Canada, (965-9667). Administers examination of supervisory officers after completion of pre-service and in-service training (965-9672). Provides financial assistance for French language professional development activities for teachers (965-9667). Provides staff training and development to ensure improvement and advancement of Ministry personnel (965-2680).

416-965-2663

EDUC, SPECIAL EDUCATION BR provides educational programs for some exceptional children outside the normal school structure in Ontario schools for the blind and deaf and in 12 developmental centres schools for the retarded and emotionally disturbed. Operates Belleville Teacher Education & Media Centre to train teachers of the deaf. School boards may use resources of these schools and special education officers in assessment, counselling, teacher training and for teaching materials. Advises special education officers and recommends program policy for exceptional students in local schools. In cases of children with learning disabilities, the branch provides counselling, resources and general guidelines to school boards for the school boards' programs within the school system. Coordinates Ministry summer courses for teachers in special education.

416-965-5620

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and teachers (tel. 965-5635), and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989) Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Project Japan (965-5629), Teacher Exchange Programs (965-5996). Also operates the Ontario Student Leadership Centre (OSLC) which accepts secondary school students for a series of training courses in leadership through physical education and athletics, music, student government (965-5989). The Student Guidance Information Service (SGIS) (965-9676) provides computerized career and institutional

information to schools. Also is responsible for preparation of guidance documents and Ontario Student Record (OSR) material.

416-965-2060

EDUC, SUPERVISION & LEGISLATION BR, LEGISLATION Section, besides providing legal services to the Ministry of Education, provides information and advice to school boards, municipalities, teachers and the public about education legislation that affects their rights duties and responsibilities.

416-965-2228

EDUC, SUPERVISION & LEGISLATION BR, SUPERVISION Section serves as a main channel of communication between the Ministry and private schools, correctional and National Defence Schools, organizations of teachers, principals, trustees and school officials. Advises on all aspects of school administration. The office of the Provincial School Attendance Counsellor is located at this branch.

416-965-1341

EDUC, TEACHER EDUCATION BR approves and supervises programs of teacher education offered by teacher education institutions and administers Ontario Teacher Education College (Hamilton & Toronto). Sets policy concerning regulations relating to certification of teachers, vice-principals and principals.

416-226-2700

EDUC, TEACHERS SUPERANNUATION COMMISSION provides pensions for teachers upon retirement or early retirement because of physical or mental disability. Also provides income to widowed spouse or orphans of a deceased teacher.

416-922-7679

EDUCATION RELATIONS COMMSSION (ERC) was established in 1975 to administer negotiation procedures for teachers and school boards. Assists in negotiations, supervises teachers' votes and advises the Lieutenant Governor in Council when a strike or a lockout is jeopardizing the students' education.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and

consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

TELECOMMUNICATIONS

416-965-0175

GOVT SERV, TELECOMMUNICATIONS SERVICES BR provides local and network telecommunication services for Ontario government ministries and agencies. These are principally telephone, data communications and radio, but also include intercom, teletype, facsimile, satellite and related telecommunications services. For local telephone services, contact 965-6788; network services, contact 965-6265.

416-248-3736

TR & COMM, COMMUNICATIONS OPERATIONS BR carries out representations and interventions before the Canadian Radio-Television and Telecommunications Commission on common carrier, cable and broadcast applications; involves provincial comment on Bell Canada, Canadian National or Canadian Pacific rate applications. The Branch does not regulate Bell Canada or CN-CP, but investigates customer complaints regarding their service. Represents Ontario on the federal Cost Telecommunications Inquiry. Telecommunications Systems Engineering (248-3567) assists independent telephone industry in modernization plans, consults and advises the Ontario Telephone Service Commission on technical matters, and generally provides related assistance to the division.

416-248-3731

TR & COMM, COMMUNICATIONS POLICY BR develops provincial government policy in communications field by: maintaining liaison with cable television, broadcast, and common carrier industries; maintaining intergovernmental liaison with other provincial and federal agencies; undertaking research and analysis of telecommunications services; and providing a data bank of information on people served by broadcasting and cable firms, and on television viewing habits (248-3961).

416-248-3831

TR & COMM, ONT TELEPHONE SERVICE COMMISSION is responsible for regulating the providers of telephone services under provincial jurisdiction, under the Telephone Act. There are

39 telephone systems under the jurisdiction of the Ontario Telephone Service Commission. Bell Canada is not under this jurisdiction; it reports to the Canadian Radio-Television Telecommunications Commission (CRTC).

TELEPHONE

416-965-0175

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TELEVISION

416-484-2600

CULT & REC, O E C A. The Ontario Educational Communications Authority produces and distributes television programs of an educational nature through its TVOntario Broadcast Network: Channel 19, Toronto; 24, Ottawa; 28, Kitchener; 18, London; 59, Chatham; 32, Windsor; through the local cable systems in Sudbury, North Bay, Sturgeon Falls, New Liskeard, Iroquois Falls, Timmins, Cochrane and Thunder Bay; and through five-hour per day packages on nine other cable systems. The

Ontario Educational Communications Authority also has a video tape distribution system that allows presentation of educational television programs in schools and to the general public. Produces VIPS (video and audio tapes) catalogues listing all programs available through the OECA.

416-965-4004
IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic and non-urban communities through weekly newspapers, ethnic publications, radio and television.

416-248-3731
TR & COMM, COMMUNICATIONS POLICY BR develops provincial government policy in communications field by: maintaining liaison with cable television, broadcast, and common carrier industries; maintaining intergovernmental liaison with other provincial and federal agencies; undertaking research and analysis of telecommunications services; and providing a data bank of information on people served by broadcasting and cable firms, and on television viewing habits (248-3961).

TEMPORARY ABSENCE

416-965-4283
CORR SERV, TEMPORARY ABSENCE BR operates the temporary absence (T.A.) program which allows inmates, through conditionally approved permits on a day to day basis, or for further specified periods as authorized, to commence or continue their education or jobs while residing in correctional institutions serving their sentences. The T.A. program is also used to screen offenders who want to visit their homes to maintain family and community ties, to attend hospital for diagnosis and treatment, and for job or educational interviews. Contact the regional institution housing the inmate, or the Coordinator, Temporary Absence Branch.

TENANT

416-965-7351
ATT GEN, COUNTY and DISTRICT COURTS, the intermediate level of trial courts with civil jurisdiction in Ontario, handle actions involving the amounts of between $401 and $7,500. Handle proceedings under these statutes: landlord and tenant, applications for name changes, adoptions (child welfare), and

mental incompetency. Persons rarely appear without legal counsel, and in many cases, either party may require trial by judge and jury. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Outside this Judicial District, contact appropriate county or district court.

416-923-1199

CCR, RENT REVIEW. Ontario's Residential Premises Rent Review Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile home sites and some rent-geared-to-income units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review landlord and tenant filed application forms regarding rent increases. If decision of Rent Review Officer is unsatisfactory, an appeal may be made to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (B). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). Under the Rent Supplement Program private landlords offer up to 25% of units to house tenants selected from Ontario Housing Corporation (OHC) waiting lists. Tenant pays rent-geared-to-income, OHC pays subsidy to landlord. Under the Private Assisted Rental Program, private landlords design, construct, own and operate the project. Landlord makes available for a minimum of 15 years up to 100% of the units for rental to applicants from OHC waiting lists. Tenant pays rent-geared-to-income. Tenant applicants in Metro Toronto contact Housing Registry, 965-9915. Elsewhere contact local OHC office or Housing Authority. See also Housing, Community Housing Division (A) for information on other programs.

416-965-9868

HOUSING, OHC TENANT PLACEMENT accepts and processes applications for rent-geared-to-income housing within Metropolitan Toronto. Applications accepted in person or by mail addressed to Housing Registry, Ontario Housing Corporation, 101 Bloor St. W., Toronto (tel. 965-9915). Applicants must have 12 months residency within Metro Toronto in the past 5 years. Rent-geared-to-income program provides

accommodation for families but will consider senior citizens and persons with permanent disability. Housing is offered to families in greatest need when vacancies occur.

TENDERS

416-965-6937

GOVT SERV, SUPPLY ADMINISTRATION BR provides a government-wide purchasing service, including development of specifications and standards. Develops Collective Purchasing Arrangements for commodities commonly used by Ontario Government ministries and agencies. In addition to purchasing the requirements of the Ministry of Government Services, the branch purchases furniture and all other furnishings for other ministries and other items required for the initial outfitting of new facilities. Operates the Public Tenders Office to receive tenders for government contracts. Maintains suppliers lists by vendor and commodity, and a vendors catalogue library. Controls and directs government assets disposal.

TESTATE

416-965-7314

ATT GEN, SURROGATE COURT issues letters probate of persons who die testate (with a Will), and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of children. Also processes applications for the custody of children. The Surrogate Court also handles contestated claims against estates, Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost Wills. Contact local Surrogate Court Registrar.

TEXTBOOKS

416-965-5982

EDUC, CURRICULUM BR produces curriculum guidelines for use in Ontario from Kindergarten to Grade 13. Produces annotated lists of Canadian curriculum materials for use with above guidelines. Administers the Book Purchase Plan which provides copies of newly approved textbooks to schools. Implements metrication in primary and secondary schools. Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Initiates and coordinates curriculum input to the ministry and implements curriculum policies. Provides elementary and secondary school broadcasts and related services in cooperation with the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for native peoples.

THEATRE

Theatre, see also Arts, Theatres

416-965-6763

CULT & REC, ADMIN SERVICES BR, RESOURCE CENTRE and Library maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-6256

CULT & REC, COMMUNITY ARTS DEVELOPMENT BR has programs to encourage excellence in the arts and wider participation in arts activities. Has consultants in theatre, dance, music, visual arts, and crafts. Grants are available to provincial arts service organizations. Provides resource materials for teachers in the arts or arts groups. Contact field offices, main office, or the Ontario Arts Council.

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, makes grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, film makers and photographers may also apply. Other programs include Creative Artists In Schools (CAIS), designed specifically for creative artists, and ONTOUR, giving assistance to concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

THEATRES

Theatres, see also Theatre, Arts

416-421-2462

CCR, THEATRES BR maintains a reasonable standard of decency

in films exhibited in Ontario. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm, 16mm projectors and films. Also examines and licenses projectionists. Approves motion picture advertising and classification.

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres, sports facilities, arts facilities, such as concert and exhibition halls, theatres, museums, heritage conservation projects, library facilities and multicultural centres. Contact regional offices or main office.

416-965-7711

IND & TOUR, ONTARIO PLACE CORPORATION operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto, including exhibition pavilions, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, including film showings for conventions and other groups of residents or tourists. Open daily May 21 to Sept. 5 (weekends only Sept. 10 to Oct. 10). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

THERAPY

Therapy, see Rehabilitation

TILE DRAINAGE

Tile Drainage, see Drainage.

TILL

Till, see Minerals

TIMBER

705-942-1800

NAT RES, AIR SERVICE BR in Sault Ste. Marie operates a fleet of aircraft for forest fire detection and suppression, timber, fish and wildlife management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation.

705-789-9647

NAT RES, ALGONQUIN FORESTRY AUTHORITY in Huntsville, Ontario is a Crown corporation responsible for harvesting timber in Algonquin Provincial Park and for supplying logs to designated mills. It operates under volume agreement with the Ministry of Natural Resources.

416-965-2785

NAT RES, DIVISION OF FORESTS is responsible for the production and harvesting of timber and the provision of woodland for recreational purposes. Forest Management Br. grows seedlings for provincial nurseries and the public for reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests. Forest Research Br in Maple (416 832-2261) provides scientific and technical knowledge through research in forest management. Timber Sales Br. (965-2731) is responsible for management and licensing of timber sales. Contact regional or district offices.

416-965-2761

NAT RES, FINANCIAL MANAGEMENT BR, besides the financial accounting functions as outlined in the first entry under accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-4451 or regional or district offices.

TITLES

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch, provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost, obliterated or not registered. Does not provide for the

creation of new divisions. Provides grants under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

416-965-3248
CCR, PROPERTY LAW PROGRAM, Legal & Survey Standards Branch, performs statutory functions of Director of Titles: responsible for legal quality of land registration records, drafts amendments to the regulations under the Land Titles Act, the Registry Act, the Condominium Act, the Boundaries Act and the Certification of Titles Act. Processes applications of title and for conversion of title from the land registry to the land titles system.

416-965-6644
CCR, REGIONAL PROPERTY REGISTRATION Branches I and II (965-6644 and 965-9008, respectively) operate land registry offices throughout Ontario where documents for real property (land) and personal property titles are registered and recorded. Registration records may be examined for a fee. In Toronto land registry offices are located at New City Hall with these telephone numbers: Toronto and York Land Titles, 965-5248; Toronto Registry, 965-7553; Toronto Boroughs and York South Registry, 965-7588. Discharging a mortgage is normally done through a lawyer who prepares the document. The discharge is then registered with the local land registry office. There is a land registry office in each county or district.

416-965-2741
NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) conducts land acquisition for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing of prospector's licences, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown lands. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls, carries out forfeiture process for patented mining lands.

TOBACCO

416-965-1058
AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers

and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls fruit and vegetable dealers. Issues licences to nurseries, and controls disease found in them. Licenses controlled atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) producing, packaging, wholesaling and retailing. Contact county or district office.

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, aviation fuel, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors.

TODAY'S CHILD

416-965-0176

COMM SOC, CHILD WELFARE BR finances. inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoption services (965-2802). Prepares syndicated newspaper column, Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on child abuse and adoptions, and counselling to unwed mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

TOMATO SEEDLINGS

Tomato Seedlings, see Farm Products.

TOPICAL

416-965-5621

CIV SERV, ADMIN SERVICES BR, COMMUNICATIONS and Publicity Section produces TOPICAL, a semi-monthly paper which is distributed to Ontario civil servants including pensioners. On alternate weeks a second paper, the JOBMART, is published containing information on job openings within the Ontario Public Service. Also handles job advertising in the press for all Ontario government ministries. Produces the annual report of the Commission and Public Service Act and regulations.

TORONTO AREA TRANSIT OPERATING AUTHORITY 416-630-2635

TORONTO AREA TRANSIT OPERATING AUTHORITY (TATOA) was created to design, establish and operate an inter-regional transit system serving Metro Toronto and the regional municipalities of Peel and York. Manages GO Transit, a commuter railway service operated by Canadian National Railways, and a commuter bus service operated by Gray Coach Lines and Trailways of Canada. For information on timetables and fares phone local GO Transit number.

TORONTO-CENTRED REGION

416-965-3243

TE & IA, PARKWAY BELT GROUP manages the activities involved in the Parkway Belt System. The System is a major part of the Toronto-Centred Region Concept that is designed to provide for urban areas physically arranged in two tiers to the west and east of Toronto.

TOURISM

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic and non-urban communities through weekly newspapers, ethnic publications, radio and television.

416-965-5466

IND & TOUR, COMMUNICATIONS DIV has two major functions: a planning function for developing communications plans for each ministry division plus advertising services, and a delivery function through Communications Services Branch providing the ministry with photography, audio-visual, publications, releases, speeches, media liaison and other information services (see also first entry under information service). Operates a library of still and motion pictures to lend to groups interested in tourism. Film catalogues available.

416-965-7119

IND & TOUR, ECONOMIC ANALYSIS & RESEARCH BR, Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international and domestic market data to assist expansion and diversification of Ontario

manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request. Tourism and Services Research Section (965-5725) develops and maintains an effective data base and data-related information service for the tourism sector in Ontario, and provides a research service to support and direct Ministry activities such as the Interministerial Tourism and Outdoor Recreation Planning Study (TORPS).

416-965-4566

IND & TOUR, MANAGEMENT SERVICES BR Management Services Section provides management programs, printing and distribution services (965-5442), mail services (965-4278), purchasing services (965-4311), travel service and general office services (965-4323), and foreign language services (965-1587). Records Services Section (965-1873) provides records and forms control and central filing. Library Services Section (965-3365) has information on international trade, technology, tourism, small business, industry and related subjects. Permits access to its facilities for research purposes.

416-965-4011

IND & TOUR, STRATEGIC PLANNING BR assists offices of the Minister, Deputy Minister and Ministry Policy Committee in the coordination of ministry policy planning. Provides: long range planning for development of industry, trade and tourism in Ontario; Ontario comment to the Federal Government on Foreign Investment Review Agency (FIRA) and General Agreement on Tariffs and Trade by the world's trading nations.

416-965-4255

IND & TOUR, TOURISM DEVELOPMENT BR is responsible for the development and upgrading of Ontario's tourism industry by: providing technical advice relating to planning, design, operation and management of tourist facilities (tel. 965-4255); providing information relating to funding (by the Ontario Development Corporations) to new and existing tourist facilities (Tel. 965-4024); evaluating and recommending tourism project proposals from the public for possible funding by the Ontario Development Corporations (Tel. 965-4024).

416-965-4008

IND & TOUR, TOURISM MARKETING BR promotes Ontario travel, conventions and sales meetings in Ontario, in the United

States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, attractions, facilities and tours. Provides up-to-date ski reports and campgrounds vacancy information. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program (OTAP), and advertises Ontario to the consumer travel trade and conventions markets.

416-965-5757

IND & TOUR, TOURISM OPERATIONS BR advises tourism establishment owners and prospective entrepreneurs, municipal officials, chambers of commerce, local tourism groups and regional travel associations on planning, development and marketing of tourism area facilities, attractions and events. Operates travel information centres with year-round travel counsellors at major border crossing points, and 30 summer travel centres located at secondary border crossings and along Highway 401. Issues licences to tourism establishments and takes complaints about them. Assists with implementation of Ontario Travel Association Program (OTAP). Reference materials, publications, and statistics available. Contact Regional Office.

TOURISM RESEARCH

Tourism Research, see Ind & Tour Economic Analysis & Research Br.

TOURS

Tours, see also Travel Information

416-361-0414

CULT & REC, ART GALLERY OF ONTARIO cultivates and advances the cause of visual arts in Ontario with programs, lectures and films on the origin, development, appreciation and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan exhibitions in the art gallery and The Grange, a restored historic Toronto house. Circulates exhibitions to communities throughout Ontario. Offers an art rental service, art book shop, audio-visual library, art reference library and art classes for children and adults, school tours, public tours and speakers bureau.

416-893-1121

CULT & REC, McMICHAEL CANADIAN COLLECTION is an art gallery in a beautiful setting in Kleinberg, Ontario, which has an

extensive collection of the works of Canadian artists including the Group Of Seven, Tom Thompson, Emily Carr, David Milne, Clarence Gagnon, and J. W. Morrice. Also included are works of art by native peoples. The collection is open every afternoon except Monday. All mornings and all day Monday are reserved for school tours by appointment.

416-429-4100

CULT & REC, ONTARIO SCIENCE CENTRE conducts a varied program of education in the origins and development of science and technology and in Ontario's role in this progress. Located at Don Mills and Eglinton Ave. in North York, the Ontario Science Centre is open to the public daily and offers tours to school classes. Part of the Ontario Science Centre is the Ontario Film Institute (OFI), founded in 1969 to encourage the development of the art of the film and to foster public appreciation and study of film history, origins and accomplishments. The OFI has three divisions: the Institute itself which is the reference and information centre, the Ontario Film Theatre (for showings) and the Ontario Film Archive.

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses for children and adults on horticulture and botany, design with plant material, to credit courses at universities. The Royal Botanical Gardens also offers the public extensive information on, and identification of, ornamental plants, native plants, poisonous plants, edible and poisonous mushrooms, and ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

416-965-7711

IND & TOUR, ONTARIO PLACE CORPORATION operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto, including exhibition pavilions, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, including film showings for conventions and other groups of residents or tourists. Open daily May 21 to Sept. 5 (weekends only Sept. 10 to Oct. 10). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955

Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

416-965-4008

IND & TOUR, TOURISM MARKETING BR promotes Ontario travel, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, attractions, facilities and tours. Provides up-to-date ski reports and campgrounds vacancy information. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program (OTAP), and advertises Ontario to the consumer travel trade and conventions markets.

416-965-9489

LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, personnel and associated administrative services for each Member of Provincial Parliament (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the Legislative Building for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides visitors with Ontario travel information and direction to various government offices. Bilingual guides are available. Stewards Branch (965-7651) administers the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clipping service.

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION in Morrisburg maintains and operates parks, campgrounds and historic sites in the St. Lawrence Seaway valley. The St Lawrence Parks Commission has other facilities such as wildfowl sanctuary, maple syrup bush, riding trails, nature trails, marina, Upper Canada Golf Course, railroad museum, Loyalist Memorials, Upper Canada Village and Old Fort Henry. Student tours to last two attractions can be pre-arranged. The Commission has facilities for winter recreation, such as cross country skiing, snowmobiling, Horse-drawn sleigh rides, skating, tobogganing, snow-shoeing.

TOWNS

Towns, see Municipalities

TOWNSEND COMMUNITY DEVELOPMENT
Townsend, see Housing Project Planning & Evaluation

TOWNSHIPS
Townships, see Municipalities

TOYS
Toys, see Upholstered and Stuffed Articles

TR & COMM COMMUNICATIONS OPERATIONS BR **416-248-3736**
TR & COMM, COMMUNICATIONS OPERATIONS BR carries out representations and interventions before the Canadian Radio-Television and Telecommunications Commission on common carrier, cable and broadcast applications; involves provincial comment on Bell Canada, Canadian National or Canadian Pacific rate applications. The Branch does not regulate Bell Canada or CN-CP, but investigates customer complaints regarding their service. Represents Ontario on the federal Cost Telecommunications Inquiry. Telecommunications Systems Engineering (248-3567) assists independent telephone industry in modernization plans, consults and advises the Ontario Telephone Service Commission on technical matters, and generally provides related assistance to the division.

TR & COMM COMMUNICATIONS POLICY BR **416-248-3731**
TR & COMM, COMMUNICATIONS POLICY BR develops provincial government policy in communications field by: maintaining liaison with cable television, broadcast, and common carrier industries; maintaining intergovernmental liaison with other provincial and federal agencies; undertaking research and analysis of telecommunications services; and providing a data bank of information on people served by broadcasting and cable firms, and on television viewing habits (248-3961).

TR & COMM COORD INTERGOVERNMENTAL RELATIONS **416-248-3789**
TR & COMM, COORDINATOR INTERGOVERNMENTAL RELATIONS coordinates inter-relationships between Ontario and the other provinces and the federal government in the field of transportation and communications. The federal relationship is conducted partly through the Federal-Provincial Committee on Ontario Region Transportation (FPCORT).

TR & COMM DESIGN & CONSTRUCTION BR **416-248-3661**
TR & COMM, DESIGN & CONSTRUCTION BR develops policy to administer provincial roads and highways construction program. Reviews, updates and develops new design policies, procedures, specifications, standards and technology for use by the regional designers, and monitors and analyzes their application. Supplies special engineering design services

and detailed design of electrical facilities for ministry projects. Reviews contract documents, prepares them for advertising; processes contract awards and monitors contract payments. Monitors regional offices to ensure that policies and procedures for administering construction contracts are met.

TR & COMM DRIVER CONTROL OFFICE 416-965-1578
TR & COMM, DRIVER CONTROL OFFICE ensures that Ontario drivers are competent to operate vehicles; keeps records to identify problem drivers. Runs demerit point system; issues warnings; conducts interviews, re-examinations, and suspends and reinstates licences as required by statute. Checks collision reports to determine need for re-examinations, medical or vision certificate. Contact regional offices. Re suspensions under the Motor Vehicle Accident Claims Act, call CCR Motor Vehicle Accident Claims, Tel. 965-6701. For fines non-payment, call Defaulted Fines Control Centre under the Ministry of the Attorney General, Tel. 965-3711.

TR & COMM DRIVER LICENSING OFFICE 416-965-7143
TR & COMM, DRIVER LICENSING OFFICE issues an appropriate drivers licence to all eligible applicants in Ontario, including learners permits, renewals, replacements and corrections of licences. Collects and refunds appropriate fees to drivers. Maintains statistics on collisions. For driver examination contact regional or district offices.

TR & COMM DRIVERS & VEHICLES REGIONAL OPERATIONS 416-248-7154
TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through five Regional and thirteen District Offices in Ontario, serves the public by administering programs for the examination of drivers and for the safety and mechanical fitness inspection of vehicles. Driver licensing involves examination of applicants for operator's licences, chauffeur's licences, motorcycle licences, and for authority to drive a school bus. Issues annual, project, single trip and farm permits. Contact regional or district offices. In Metro Toronto, call Central Region, 248-7163.

TR & COMM ECONOMIC POLICY OFFICE 416-248-3634
TR & COMM, ECONOMIC POLICY OFFICE develops economic policies for the transportation sector. Assists small business with shipping problems. Divided into three sections: Modal Studies (248-3744); Forecasting and Market Studies (248-3756); and Transportation Pricing (248-3634).

TR & COMM ENGINEERING & MANAGEMENT SYSTEMS 416-248-3977
TR & COMM, ENGINEERING & MANAGEMENT SYSTEMS BR is involved with computer systems development for Ministry applications.

Systems specialists also develop non-mechanized systems for management and regulatory applications. Computer Production Services provide production technical control, graphic production and data conversion services, and time sharing.

TR & COMM ENGINEERING CLAIMS OFFICE **416-248-3611**
TR & COMM, ENGINEERING CLAIMS OFFICE assesses claims for additional costs submitted by contractors awarded ministry engineering contracts including all phases of highway construction and maintenance, construction of bridges and tunnels and associated work.

TR & COMM ENGINEERING MATERIALS OFFICE **416-248-3580**
TR & COMM, ENGINEERING MATERIALS OFFICE, Materials & Laboratory Services Section (248-3684) provides laboratory testing, technical evaluation and approval services related to soils, aggregates, asphalt, concrete, metals, and chemicals used in construction and maintenance of highways and structures. Quality Assurance Section (248-3688) provides specialized engineering service regarding use and performance of cement and asphalt concrete, and granular materials. Soil Mechanics Section (248-3282) carries out and records foundation investigations for structures. Hydrology Section (248-3723) provides a specialized engineering service in all hydrologic and hydraulic matters concerning the planning, design, construction and maintenance of provincial highways and structures. Pavement Design and Management Section (248-3255) provides pavement design guidelines and assesses the field performance of aggregates used in pavements and structures.

TR & COMM ENGINEERING RESEARCH & DEVELOPMENT BR **416-248-3355**
TR & COMM, ENGINEERING RESEARCH & DEVELOPMENT BR undertakes technical and scientific research on pavements, structures, materials, earth and environment technology resources and value engineering as related to transportation facilities. Research reports are published. The branch's Metric Office coordinates the ministry's metrication program.

TR & COMM ESTIMATING OFFICE **416-248-3401**
TR & COMM, ESTIMATING OFFICE provides senior Ministry Officials with a fair contract price for highway construction and other related works. Can provide an economic analysis of highway construction costs and bidding trends.

TR & COMM EXTERNAL RELATIONS DIVISION **416-248-3381**
TR & COMM, EXTERNAL RELATIONS DIVISION provides legal services for the ministry through the Office of Legal Services (248-3617). The Division Support & Claims Branch (248-3127) handles insurance claims against the Crown for

injuries and property damage arising from accidents on provincial highways or involving government vehicles, as well as claims by the Crown for damage to highway property or government vehicles excluding OPP vehicles; processes claims for personal injury involving government employees where a third party is involved and the employee has accepted Workmen's Compensation.

TR & COMM FINANCIAL BR **416-248-3465**
TR & COMM, FINANCIAL BR supplies the ministry with financial management services. For a description of functions, refer to the first entries under financial management and accounting.

TR & COMM FINANCIAL MANAGEMENT SERVICES **416-248-3751**
TR & COMM, FINANCIAL MANAGEMENT SERVICES provides financial perspectives of new policies and programs to senior management so they can balance these financial perspectives against the policy and technical perspectives. Organized into three offices: Financial Analysis and Assessment Office, Forecasting Office, and Budgetary Review Office.

TR & COMM HIGHWAY CARRIER LICENSING OFFICE **416-248-7146**
TR & COMM, HIGHWAY CARRIER LICENSING OFFICE issues licences to public vehicles (PV), e.g. every bus, and to public commercial vehicles (PCV), e.g. trucks and truck tractors, operating in Ontario beyond the urban municipality. Applications for cartage licences within a municipality should be made at the clerk's offices in municipalities. The branch will advise shippers of the extent of authority of any trucking company they may wish to have ship their goods. Contact regional office.

TR & COMM INTERNAL AUDIT BR **416-248-3366**
TR & COMM, INTERNAL AUDIT BR performs the audit functions for the Ministry as described in the first entry under audit. In addition, the branch analyzes Ministry claims negotiations and advises on settlements. The Branch audits Ministry electronic data processing systems; audits design drawings and tender documents prior to awarding of contracts; audits payment records on Ministry and Ministry-subsidized contracts. Also audits contractors and suppliers records; and audits municipal records to ensure that subsidies are spent as approved.

TR & COMM MAINTENANCE BR **416-248-3665**
TR & COMM, MAINTENANCE BR develops and implements standards, policies and procedures for maintenance of roads and highways, including landscape, structures and electrical devices on highway rights-of-way. Monitors maintenance

operations to ensure compliance with standards. Prepares and controls annual maintenance budget, including day labour construction. Prepares landscape design. Prepares policy and administers permits for signs and buildings on highway rights-of-way. Manages fleet of vehicles and equipment for the Ministry, and guides garage personnel on fleet management.

TR & COMM MAINTENANCE BR TRAFFIC ENGINEERING 416-248-3781
TR & COMM, MAINTENANCE BR, TRAFFIC ENGINEERING Office develops and implements policies, standards and procedures for traffic control devices such as signs in highways, signals, illumination, speed zoning, etc. Develops improvements in traffic control techniques and devices and assists in municipal traffic studies and improvements. Provides traffic data collection service for other branches of the ministry. Conducts Freeway Surveillance Program. Contact regional of district offices.

TR & COMM MANAGEMENT IMPROVEMENT BR 416-248-7103
TR & COMM, MANAGEMENT IMPROVEMENT BR reviews, recommends and implements changes for increased efficiency and effectiveness of ministry management, structural organization, and management systems, procedures and practices. Carries out management studies and provides an internal management consultant service.

TR & COMM MANAGEMENT INFORMATION & TESTING 416-248-3965
TR & COMM, MANAGEMENT INFORMATION & TESTING SYSTEMS OFFICE provides: testing facilities for full-scale research on vehicles and transportation equipment; instrumentation design, construction and application assistance on all testing needs. Performs data processing for the division, and maintains data information and knowledge base for research reports on transportation. Edits and publishes technical information including associated art work. Manages heavy equipment and management systems for the division and research and development pilot projects for the ministry.

TR & COMM MUNICIPAL-PROVINCIAL TRANSPORTATION BR 416-248-3621
TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways; for the purchase of capital assets; and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transit services (248-3785). Develops planning policies for provincial highways system, and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry

requirements (248-3658). Develops policy for aviation assistance; plans for development of local airports system and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities, and is involved in public participation programs in ministry projects (248-3931).

TR & COMM ONT HIGHWAY TRANSPORT BOARD **416-965-1845**
TR & COMM, ONT HIGHWAY TRANSPORT BOARD, an administrative tribunal, serves the people of Ontario by certifying to the Minister of Transportation & Communications the public necessity and convenience of highway transport services, resulting in the issuance of licences for the carriage of goods and/or passengers for compensation.

TR & COMM ONT TELEPHONE SERVICE COMMISSION **416-248-3831**
TR & COMM, ONT TELEPHONE SERVICE COMMISSION is responsible for regulating the providers of telephone services under provincial jurisdiction, under the Telephone Act. There are 39 telephone systems under the jurisdiction of the Ontario Telephone Service Commission. Bell Canada is not under this jurisdiction; it reports to the Canadian Radio-Television Telecommunications Commission (CRTC).

TR & COMM OPERATIONS REGIONAL OPERATIONS **416-248-3238**
TR & COMM, OPERATIONS, REGIONAL OPERATIONS operates the Provincial Roads System by performing design, maintenance and construction activities. Administers subsidy programs to municipalities and regional governments for their road maintenance and construction programs. Controls highway rights-of-way by purchasing property, issuing building permits, entrance permits and permits for the erection of advertising signs. Contact regional or district office.

TR & COMM PERSONNEL BR **416-248-3643**
TR & COMM, PERSONNEL BR performs the personnel functions for the Ministry of Transportation & Communications. For a description of branch activities, see first entry under personnel.

TR & COMM PRIORITY DEVELOPMENT BR **416-248-3551**
TR & COMM, PRIORITY DEVELOPMENT BR assesses provincial road requirements and develops construction program to meet these requirements.

TR & COMM PROGRAM DEVELOPMENT BR 416-248-3548
TR & COMM, PROGRAM DEVELOPMENT BR determines regulatory program needs of drivers and private and commercial vehicles by conducting an annual evaluation of their performance; develops new programs and strategies to meet Ontario's

social, economic, environmental and technological needs; establishes standards for drivers and vehicles; develops and modifies procedures for standards enforcement; prepares drafts for proposed legislation and regulations.

TR & COMM PROPERTY BR **416-248-3213**
TR & COMM, PROPERTY BR is responsible for policies and procedures pertaining to the appraisal and acquisition of property required for Ministry programs. This includes expropriation and land management. Contact regional offices. In Metro Toronto, call Central Region, 248-3455.

TR & COMM PUBLIC & SAFETY INFORMATION BR **416-248-3501**
TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry, including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials, and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & Comm regional or district offices.

TR & COMM STRATEGIC POLICY SECRETARIAT **416-248-7121**
TR & COMM, STRATEGIC POLICY SECRETARIAT is an internal secretariat working directly for the Minister or Deputy Minister. Manages ministry's strategic policy development and planning process. Assesses external factors affecting present or future ministry strategy and prepares special strategic policy studies. Handles inquiries about the Strategic Policy Committee.

TR & COMM STRUCTURAL OFFICE **416-248-3492**
TR & COMM, STRUCTURAL OFFICE, Highway Engineering Div designs bridges and retaining walls on highways and prepares plans and contract documents for their construction. Reviews proposed designs of municipal bridges and culverts and inspects them to determine safe loads, maintenance needs and structure life. Recommends enactment of muncipal load limit bylaws. Generates and maintains structural standards, structural manuals and handbooks and design aids.

TR & COMM SUPPLY AND SERVICES BR **416-248-3178**
TR & COMM, SUPPLY AND SERVICES BR provides the Ministry with a variety of services. Tenders Office (248-3651) advertises

and supplies information on construction and supply contracts and conducts public tender openings. Purchasing & Supply Office (248-3361) purchases and disposes of all motor vehicles used by the Ontario government; purchases construction, maintenance and operating supplies and equipment. General Services Office (248-3853) operates a government garage service, instrument repair service; controls movable assets. Special Services Office (248-3364) provides administrative services, including accommodation design and control, office furnishings; establishes sites for and inspects freeway service centres; and provides telecommunication services and remote airport directional systems. Records Services Office (248-3531) maintains a reference library on ministry programs; prepares manuals, publications, maps and photographs for ministry and public distribution; performs records management function. Graphic Services Office (248-3557) provides art, display, reproduction facilities.

TR & COMM SURVEYS AND PLANS OFFICE **416-248-3248**
TR & COMM, SURVEYS AND PLANS OFFICE, Highway Engineering Div provides the ministry with: aerial and ground surveys relative to remote sensing, computer graphics, photogrammetric plans, cartographic maps, legal survey plans and documents. Maps are also available to the public. Contact regional or district offices.

TR & COMM SYSTEMS RESEARCH ACOUSTICS **416-248-3771**
TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Acoustics Research Program studies noise from highways and other transportation to: reduce excessive noise, understand its effects and develop standards for control. Develops noise barriers; studies noise of pavement surfaces and traffic noise, and assesses impact of trains.

TR & COMM SYSTEMS RESEARCH AUTOMOTIVE **416-248-7141**
TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Automotive Vehicle Energy Management Program studies use of fuel by road vehicles to support fuel conservation legislation and direct the energy management program. Examines, tests and implements fuel conservation measures. Studies alternative fuels, especially methanol.

TR & COMM SYSTEMS RESEARCH COMMERCIAL VEHICLES **416-248-7141**
TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Commercial Vehicles Operations & Safety Program studies: vehicle stability, braking and handling including effects of mechanical and structural condition, as related to operational performance and safety; impact of new vehicle standards and provincial highway regulations on safety;

driver characteristics and commercial vehicle accidents data and statistics.

TR & COMM SYSTEMS RESEARCH HIGHWAY WAYSIDE 416-248-3488
TR & COMM, SYSTEMS RESEARCH DEVELOPMENT BR, through the Highway Wayside Equipment Research Program develops traffic barriers to protect maintenance personnel on highways from hazard of impacting vehicles. Develops illumination design systems including advance fog warning systems, guide rails and barriers. Monitors highway lighting performance, and develops means of saving energy in city street lighting.

TR & COMM SYSTEMS RESEARCH HUMAN SOCIAL ECONOMIC 416-248-3938
TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics; i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving; i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highway lighting design, implication of energy future, etc.

TR & COMM SYSTEMS RESEARCH TRANSIT SYSTEMS 416-248-3771
TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Transit Systems Program conducts research in transit (wheel & rail) technology including the stability and curving of rail vehicles; design for elevated light rail transit and highway bridges; electrical motor performance and battery powered electric vehicles; alternate transit systems such as car pooling, and dial-a-bus studies; and transit systems reliability to aid in planning.

TR & COMM SYSTEMS RESEARCH TRANSPORTATION SYSTEMS 416-248-7141
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control systems.

TR & COMM URBAN & REGIONAL PLANNING OFFICE **416-248-3727**
TR & COMM, URBAN & REGIONAL PLANNING OFFICE provides ministry and government officials with long range travel forecasts and evaluations, transportation plans, development strategies, policies and programs. Administers financial assistance to municipalities for transportation planning studies.

TR & COMM VEHICLE LICENSING OFFICE **416-965-1226**
TR & COMM, VEHICLE LICENSING OFFICE registers motor vehicles, trailers and snowmobiles. Issues licences to all premises used for selling, repairing or dismantling motor vehicles, e.g. garages, vehicle dealers, etc. Contact local Motor Vehicle Licensing Office. Requests for information on ownership of a specific vehicle should be made in writing to: Ministry of Transportation and Communications, Macdonald Block, Queen's Park, Toronto, enclosing $3.00 fee.

TRADE

416-965-5715
IND & TOUR, INDUSTRY & TRADE DEV BR assists business to develop trade leads and sales outlets outside Ontario. Investigates marketing problems, screens potential licensees or joint ventures partners. Organizes trade, technology and Business Opportunity Missions and international trade fairs. Assists and counsels companies from outside Ontario seeking manufacturing, industry investment opportunities in Ontario. The branch is divided into four geographical areas: North America (965-3563); Europe (965-5715); the U.K. (965-5715) or contact Ontario House at Charles 11 St., London SW1 4QS, England); and Special Areas (965-5715) which deals with the remaining areas and also manages and coordinates the activities of the ministry's offices in Toyko and Mexico City.

416-965-4566
IND & TOUR, MANAGEMENT SERVICES BR Management Services Section provides management programs, printing and distribution services (965-5442), mail services (965-4278), purchasing services (965-4311), travel service and general office services (965-4323), and foreign language services (965-1587). Records Services Section (965-1873) provides records and forms control and central filing. Library Services Section (965-3365) has information on international trade, technology, tourism, small business, industry and related subjects. Permits access to its facilities for research purposes.

416-965-4011

IND & TOUR, STRATEGIC PLANNING BR assists offices of the Minister, Deputy Minister and Ministry Policy Committee in the coordination of ministry policy planning. Provides: long range planning for development of industry, trade and tourism in Ontario; Ontario comment to the Federal Government on Foreign Investment Review Agency (FIRA) and General Agreement on Tariffs and Trade by the world's trading nations.

416-965-4008

IND & TOUR, TOURISM MARKETING BR promotes Ontario travel, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, attractions, facilities and tours. Provides up-to-date ski reports and campgrounds vacancy information. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program (OTAP), and advertises Ontario to the consumer travel trade and conventions markets.

416-965-2999

TE & IA, ECONOMIC POLICY BR researches and advises the Ministry on medium and long term socio-economic policies and strategies. Studies foreign investment, foreign trade policy, Competition Act, housing, energy, and anti-inflation programs.

TRADE CERTIFICATION

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial (Manpower) training programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact regional Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Manpower Centre. OCAP Administration Office in Queen's Park is at 965-0668.

TRADE SCHOOLS

Trade Schools, see Private Vocational Schools

TRADE UNIONS

Trade Unions, see Unions

TRAFFIC

416-965-7338

ATT GEN, CROWN ATTORNEYS OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. The Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-7523

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, METRO TORONTO deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Court offices (965-7515). For inquiries re: payment of fines following conviction, and drivers licence licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the Court's branches or to the Bail Office at 965-7522. Civil marriages ceremonies are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

416-965-3975

ATT GEN, SYSTEMS DEVELOPMENT BR, Programs and Administrative Division, provides the Ministry with a resource of personnel skilled in various management techniques. Provides analysis and design of systems, applying some of these to computer operations, to realize adequate and less costly administration of justice. One such system is the County of York Court Loading and Operation System (CYCLOPS II) which is a loading and scheduling system for minor traffic courts in this Judicial District, combined with complete administrative control over the Summons Office and the Court Offices. Sub-functions of this program include the North York traffic tribunal system and the driver licence suspension system.

The Branch provides flowcharts of the activities of the courts; namely, the civil process, criminal proceedings and family court functions. These charts are used in the Bar admission course and by universities, colleges and high schools.

416-965-5444

SOL GEN, OPP, TRAFFIC INVESTIGATION BR enforces vehicle traffic laws. Investigates complaints about all aspects of traffic and analyzes collisions of vehicles to determine how to make highways safer.

416-248-3781

TR & COMM, MAINTENANCE BR, TRAFFIC ENGINEERING Office develops and implements policies, standards and procedures for traffic control devices such as signs in highways, signals, illumination, speed zoning, etc. Develops improvements in traffic control techniques and devices and assists in municipal traffic studies and improvements. Provides traffic data collection service for other branches of the ministry. Conducts Freeway Surveillance Program. Contact regional of district offices.

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Acoustics Research Program studies noise from highways and other transportation to: reduce excessive noise, understand its effects and develop standards for control. Develops noise barriers; studies noise of pavement surfaces and traffic noise, and assesses impact of trains.

416-248-3938

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics; i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving; i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highway lighting design, implication of energy future, etc.

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TRAILERS

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TR & COMM, VEHICLE LICENSING OFFICE registers motor vehicles, trailers and snowmobiles. Issues licences to all premises used for selling, repairing or dismantling motor vehicles, e.g. garages, vehicle dealers, etc. Contact local Motor Vehicle Licensing Office. Requests for information on ownership of a specific vehicle should be made in writing to: Ministry of Transportation and Communications, Macdonald Block, Queen's Park, Toronto, enclosing $3.00 fee.

TRAILS

416-527-1158
CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses for children and adults on horticulture and botany, design with plant material, to credit courses at universities. The Royal Botanical Gardens also offers the public extensive information on, and identification of, ornamental plants, native plants, poisonous plants, edible and poisonous mushrooms, and ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

416-965-2745
NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general park information, contact 965-3081 and during the summer months from 8:00 a.m. to midnight, 967-0427.

613-543-2951
NAT RES, ST LAWRENCE PARKS COMMISSION in Morrisburg maintains and operates parks, campgrounds and historic sites in the St. Lawrence Seaway valley. The St Lawrence Parks Commission has other facilities such as wildfowl sanctuary, maple syrup

bush, riding trails, nature trails, marina, Upper Canada Golf Course, railroad museum, Loyalist Memorials, Upper Canada Village and Old Fort Henry. Student tours to last two attractions can be pre-arranged. The Commission has facilities for winter recreation, such as cross country skiing, snowmobiling, Horse-drawn sleigh rides, skating, tobogganing, snow-shoeing.

TRAINING

Training, see Industrial Training, Institutional Training, Manpower, Rehabilitation.

TRAINING SCHOOLS

Training Schools, see also Correctional Institutions

416-965-7683

COMM SOC, CHILDREN'S SERVICES DIV, operational in July, 1977 integrates programs to meet needs of Ontario children & youth. Programs from other ministries will be moved to this division. From Health: Children's Mental Health Services Br, Children's Mental Health Centres Act facilities/programs, Regional Children's Centres, children's units in psychiatric hospitals, family court clinics; from Correctional Services: Juvenile Div (training schools, group homes, foster homes, special rates homes, probation & after care); from Attorney General: Observation & Detention Centres, contract homes, psychiatric clinic in Toronto. In this ministry: Child Welfare Br, facilities/programs under these Acts: Child Welfare, Children's Institutions, Children's Boarding Homes, Charitable Institutions (children); child abuse, mental retardation services for children, Day Nurseries Br, programs/facilities under Day Nurseries Act.

416-965-8392

CORR SERV, EDUCATION BR administers educational programs and ensures that they meet the needs of inmates in training schools and adult training centres across the province. Develops curricula and provides teachers with professional supervision.

416-965-7056

CORR SERV, INSPECTION AND INVESTIGATION BR regularly inspects provincial correctional institutions and training schools housing juvenile and adult offenders to ensure their safety, security and well being. Also conducts internal investigations when requested by the ministry.

416-965-1487

CORR SERV, JUVENILE DIVISION provides three types of services to children between the ages of 7 and 17 years: probation and

after-care, training schools and group homes. As an alternative to training schools, group homes provide juveniles with an opportunity for growth in the community. Group homes are on contract with the ministry. Community resources and training schools are used for reassessments. Regional coordinators work with homes, providing general support and liaison with other ministry branches and agencies. Province-wide probation and after-care regional offices work with juveniles and their families. See also Corr Serv Delinquency Prevention & Native Programs, another activity of this division.

416-965-5975

CORR SERV, PLANNING AND RESEARCH BR conducts corrections research to develop policy and long-range planning for correctional institutions, training schools and other correctional facilities. Evaluates effectiveness of ministry rehabilitation programs. With research advisory committee, reviews all applications from outside investigators to obtain access to inmates, records and staff of correctional institutions. Also reviews requests for grants for research in the corrections field.

416-965-5263

CORR SERV, SUPPLY AND SERVICES BR coordinates purchasing, inventory control, accommodation leasing and construction, renovations and maintenance in existing ministry offices, correctional institutions, forestry camps and training schools. Office Services Section (phone: 965-2071) provides mail and messenger, stationery and printed forms stores, and duplicating services for the ministry. See first entry under administrative services for further description of this function.

416-965-6424

CORR SERV, VOLUNTEER PROGRAMS BR coordinates the recruiting, screening, training and supervision of volunteers who are involved in both the adult and juvenile rehabilitation programs of the ministry. Volunteers are active in adult institutions, detention centres, jails, juvenile training schools and with both adult and juvenile probationers, parolees and wards of the ministry. There are opportunities for volunteer participation in most areas of the province.

TRANSCRIPTS

416-965-2611

EDUC, FINANCIAL MANAGEMENT BR, besides the normal functions of financial management (965-2611), accounting (965-2612), and audit (965-5833), collects outstanding loans made under the Ontario Student Aid Loan Plan, a student aid program

discontinued in 1964. Also collects fees for summer courses offered to teachers and for duplicates of students' transcripts and teachers' certificates.

416-965-2609

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of elementary & secondary school teaching certificates (965-2600); evaluation of teaching qualifications (965-6126); evaluation of academic qualifications, including those of Ontario landed immigrants (965-1357); admission of teachers to Ministry summer courses (965-4487); secondary school diplomas, scholarships (965-7291); secondary school bursaries (965-6126); transcripts of student records (965-5384); transcripts of teacher training courses (965-2600); and inspection of private schools (965-6802). The Branch evaluates foreign education documents at the elementary and secondary school levels for employment and study purposes.

TRANSIT

416-630-2635

TORONTO AREA TRANSIT OPERATING AUTHORITY (TATOA) was created to design, establish and operate an inter-regional transit system serving Metro Toronto and the regional municipalities of Peel and York. Manages GO Transit, a commuter railway service operated by Canadian National Railways, and a commuter bus service operated by Gray Coach Lines and Trailways of Canada. For information on timetables and fares phone local GO Transit number.

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways; for the purchase of capital assets; and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transit services (248-3785). Develops planning policies for provincial highways system, and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airports system and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities, and is involved in public participation programs in ministry projects (248-3931).

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the

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TRANSLATION

416-965-2891

CULT & REC, TRANSLATION BUREAU provides translation services for government ministries and special purpose bodies on a charge-back basis. Also provides a free service for landed immigrants who need official documents translated into English in order to find work or pursue their training in Ontario.

TRANSPLANTS

Transplants, see Sol Gen, Chief Coroner's Office.

TRANSPORTATION

416-965-5454

TE & IA, ECONOMIC ANALYSIS BR monitors economic and social developments in Ontario, Canada and elsewhere. Provides provincial government with consultative services on short-term consequences for Ontario of proposals from government and the public. Studies include natural resources, transportation, energy and labour aspects.

416-248-3634

TR & COMM, ECONOMIC POLICY OFFICE develops economic policies for the transportation sector. Assists small business with shipping problems. Divided into three sections: Modal Studies (248-3744); Forecasting and Market Studies (248-3756); and Transportation Pricing (248-3634).

416-248-3355

TR & COMM, ENGINEERING RESEARCH & DEVELOPMENT BR undertakes technical and scientific research on pavements, structures, materials, earth and environment technology resources and value engineering as related to transportation facilities. Research reports are published. The branch's Metric Office coordinates the ministry's metrication program.

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TRANSPORTATION & COMMUNICATIONS
Transportation & Communications, Ministry of, see TR & COMM Branch Name

TRANSPORTATION RESEARCH
Transportation and related research, see TR & COMM Systems Research & Development Br Section Name.

TRAPPING
Trapping, see Fur

TRAVEL
Travel, see also Travel Information

416-965-4241
CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of businesses that are registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry, and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such businesses are registered.

416-965-4728
CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-6471
CCR, CONSUMER SERVICES BUREAU responds to consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaus (see Appendix C for listing) across Ontario handle such complaints under these regulatory Acts: Bailiffs Act (private

bailiffs), Business Practices Act, Collection Agencies Act, Consumer Protection Act (itinerant sellers), Consumer Protection Bureau Act, Consumer Reporting Act (credit reporting and personal investigation agencies), Mortgage Brokers Act, Motor Vehicle Dealers Act, Paperback & Periodical Distributors Act (wholesalers of paperbacks & periodicals), Pyramidic Sales Act (pyramidic schemes), Real Estate & Business Brokers Act, Travel Industry Act (travel agents & wholesalers). The Business Practices Act specifies several business practices considered to be deceptive, unfair or unconsionable consumer representations & provides redress procedures for consumers.

416-965-1318

CCR, TRAVEL INDUSTRY ACT, to protect the financial interests of Ontario travellers, and to ensure ethical conduct and good travel service, requires the registration of travel agents and travel wholesalers. Complaints are investigated. Contact Queen's Park or regional offices.

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic and non-urban communities through weekly newspapers, ethnic publications, radio and television.

416-965-4566

IND & TOUR, MANAGEMENT SERVICES BR Management Services Section provides management programs, printing and distribution services (965-5442), mail services (965-4278), purchasing services (965-4311), travel service and general office services (965-4323), and foreign language services (965-1587). Records Services Section (965-1873) provides records and forms control and central filing. Library Services Section (965-3365) has information on international trade, technology, tourism, small business, industry and related subjects. Permits access to its facilities for research purposes.

416-965-4008

IND & TOUR, TOURISM MARKETING BR promotes Ontario travel, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying

information and publications on events, attractions, facilities and tours. Provides up-to-date ski reports and campgrounds vacancy information. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program (OTAP), and advertises Ontario to the consumer travel trade and conventions markets.

416-965-5757

IND & TOUR, TOURISM OPERATIONS BR advises tourism establishment owners and prospective entrepreneurs, municipal officials, chambers of commerce, local tourism groups and regional travel associations on planning, development and marketing of tourism area facilities, attractions and events. Operates travel information centres with year-round travel counsellors at major border crossing points, and 30 summer travel centres located at secondary border crossings and along Highway 401. Issues licences to tourism establishments and takes complaints about them. Assists with implementation of Ontario Travel Association Program (OTAP). Reference materials, publications, and statistics available. Contact Regional Office.

416-965-9489

LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, personnel and associated administrative services for each Member of Provincial Parliament (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the Legislative Building for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides visitors with Ontario travel information and direction to various government offices. Bilingual guides are available. Stewards Branch (965-7651) administers the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clipping service.

TRAVEL INFORMATION

416-965-4008

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TREASURY ECONOMICS & INTERGOVT AFFAIRS

Treasury, Economics & Intergovernmental Affairs, Ministry of, see TE & IA Branch Name.

TREES

Trees, see Nat Res Forest Management Br, also Ag & Food Farm Products Inspection Br.

TRUCK

416-248-7146

TR & COMM, HIGHWAY CARRIER LICENSING OFFICE issues licences to public vehicles (PV), e.g. every bus, and to public commercial vehicles (PCV), e.g. trucks and truck tractors, operating in Ontario beyond the urban municipality. Applications for cartage licences within a municipality should be made at the clerk's offices in municipalities. The branch will advise shippers of the extent of authority of any trucking company they may wish to have ship their goods. Contact regional office.

TRUST COMPANIES

416-965-4247

CCR, FINANCIAL INSTITUTIONS DIV. Department of Insurance (965-5640) and Loans and Trusts Section (965-4247) issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, credit unions, cemeteries, prepaid hospital and medical associations, mutual benefit and fraternal societies.

Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (965-1761). Licenses insurance agents, brokers, salesmen, adjusters and investigates alleged wrongdoing by them. Deposits in credit unions and caisses populaires will be insured with the Ontario Shares & Deposit Insurance Corporation (OSDIC) when the Credit Unions and Caisses Populaires Act comes into effect.

TRUSTEE

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Power of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

TUBERCULOSIS

416-965-2528

HEALTH, CLINIC SERVICES BR Chest Disease Service (965-2301) provides diagnostic services and ambulatory treatment for tuberculosis and other respiratory diseases through district chest clinics. Conducts chest examination of miners. Also processes applications of prospective immigrants with chest problems.

TURTLE

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, mercury levels, lamprey, frog, turtle and snake identification, fish hatcheries, fish sanctuaries, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The Branch can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides: information on boating restriction regulations and Small Craft Harbours, and liaison with the Federal government on these matters (965-7887). Contact district offices.

TVONTARIO

416-484-2600

CULT & REC, O E C A. The Ontario Educational Communications Authority produces and distributes television programs of an educational nature through its TVOntario Broadcast Network: Channel 19, Toronto; 24, Ottawa; 28, Kitchener; 18, London; 59, Chatham; 32, Windsor; through the local cable systems in Sudbury, North Bay, Sturgeon Falls, New Liskeard, Iroquois Falls, Timmins, Cochrane and Thunder Bay; and through five-hour per day packages on nine other cable systems. The Ontario Educational Communications Authority also has a video tape distribution system that allows presentation of educational television programs in schools and to the general public. Produces VIPS (video and audio tapes) catalogues listing all programs available through the OECA.

UNBORN

416-965-1865

ATT GEN, OFFICIAL GUARDIAN represents the civil rights of persons under a legal disability usually under 18 years of age, or mentally incompetent, as well as unborn and absentee persons. The Official Guardian also makes recommendations to the Court regarding the care, custody and maintenance of children in divorce cases. The Official Guardian's jurisdiction is province-wide.

UNCONDITIONAL GRANTS

416-965-3505

TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal grant structure, including deconditionalizing of various specific grants. Develops budget options for assistance to local government and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for unconditional grants. Administers all unconditional grants, valued at over $400 million in 1977. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

416-965-1671

TE & IA, MUNICIPAL FINANCE BR maintains a municipal financial data system; produces financial analyses based on mun. financial statements; maintains: summary of mill rates, register of prov'l. grants to local sector & monitors its fiscal capacity. Advises on local sector debt. Studies property taxation to develop new system. Advises

regional/restructured gov'ts. on financial policy; manages Special Assistance part of unconditional grants. Administers Ont. Mun. Improvement Corp. (OMIC), Ont. Educ. Capital Aid Corp. (OECAC), Ont. Univ. Capital Aid Corp. (OUCAC). Contact: Loc. Gov't. Financial Analysis, 965-2417; Loc. Gov't. Tax Reform 965-2194; Restructured Municipalities Finance, 965-1074; Mun. Borrowings, 965-2451; Finance Legislation, 965-0577.

UNEMPLOYMENT

Unemployment, see Labour Research

UNIONS

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair strike and lockout declarations and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

UNITED WAY

416-965-6489

CIV SERV, ADMIN SERVICES BR, COMMUNITY Liaison Section assists local community funds such as the United Way, the Canadian Cancer Society, etc. by organizing the voluntary contributions of Ontario government employees. Establishes blood donor clinics in the Toronto area.

UNIVERSITIES

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR, in addition to the information service function of explaining and publishing material on ministry programs, answers questions from students, guidance counsellors and parents about the Ontario Student Assistance Program (OSAP), admission requirements to post-secondary programs, colleges and universities, including apprenticeship programs. Maintains statistics (Tel. 965-5477) on full and part-time post-secondary instruction in colleges and universities, manpower retraining,

apprenticeship training, private vocational schools. Provides statistical data service for the Legislature to supplement policy, planning and administrative activities of the ministry, and provides the ministry with research consulting and advisory services. It is responsible for the library (965-1451) that serves the ministry, other government agencies and others through interlibrary loans.

416-965-2150

COLL UNIV, INSTITUTIONAL ACCOUNTING and Architectural Services Br administers all transfer payment programs to universities and Colleges of Applied Arts and Technology (CAAT) and related institutions for operating and capital purposes. Prepares claims on federal-provincial cost sharing programs. Maintains an overview of the physical facilities of universities and colleges, and provides architectural advice to the ministry. To refer specific inquiries, phone 965-5237 for transfer payments (operating); 965-5238 for capital funds; 965-5239 for shared cost programs; 965-6563 for architectural services.

416-965-5233

COLL UNIV, ONTARIO COUNCIL ON UNIVERSITY AFFAIRS (OCUA) is advisory body to the Minister of Colleges and Universities and to the Lieutenant Governor in Council on matters concerning the 15 provincially-assisted universities, Ryerson Polytechnical Institute, the Ontario Institute for Studies in Education, the Ontario College of Art, and the Bar Admission Course (Law Society Of Upper Canada). For general information re universities, contact Coll Univ Information Resources Branch, Toronto, 965-6134.

416-965-3870

COLL UNIV, UNIVERSITY AFFAIRS DIV is responsible for administering the provincial grants to Ontario universities. In this regard the division develops and analyzes policy proposals with reference to university operations and their funding, implements policy decisions and maintains ministry-advisory council relations and university-government relations in general. Answers inquiries about admissions policy and manpower planning.

UNORGANIZED TERRITORIES

416-965-1170

HEALTH, COMMUNITY HEALTH PROTECTION BR, NOPHS (Northern Ontario Public Health Services) provides direct public health services to the unorganized territories in Northern Ontario which are not served by local health units. Also provides public health inspection service to industrial camps in these areas. Contact regional office. See also other sections in

Health Community Health Protection Br described separately.

416-965-3352

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which will provide financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants.

416-965-3707

NORAFFAIRS. The Ministry of Northern Affairs was established to coordinate Government of Ontario services in Northern Ontario, to promote projects and programs in that area and to give people of the North a greater say in government. The Ministry is responsible for: community and regional development including townsite planning, infrastructure, local development; highway construction north of the French River; the Isolated Communities Assistance Fund for unorganized territories; the resource road access program. The Ministry is now responsible for the Northern Affairs Offices, formerly with Natural Resources and the Ontario Northland Transportation Commission. These offices are described separately in this index. While provincial headquarters are located in Toronto, Ministry services are delivered through the Northwestern Regional Office in Kenora, the Northeastern Regional Office in Sault Ste. Marie and district offices across Northern Ontario (see Appendix). Each Regional Office is headed by an Assistant Deputy Minister.

416-965-5403

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives refunds of corporation and land taxes. For information on Land Transfer Tax and Land Speculation Tax, call 965-1774.

UNWED MOTHERS

Unwed Mothers, see also Mothers

416-965-0176

COMM SOC, CHILD WELFARE BR finances. inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoption services (965-2802). Prepares syndicated newspaper column, Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on child abuse and adoptions, and counselling to unwed mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS provides individual groups and social agencies with grants and assistance in planning, construction, purchase of facilities and long term development of residential treatment services such as substitute homes, maternity homes for unwed mothers and a few homes for the retarded and physically handicapped. Homes treat emotionally disturbed children and youth, drug abusers and delinquents to help them become self-reliant. Also licenses these institutions. Contact district office.

UPHOLSTERED AND STUFFED ARTICLES

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-2127

CCR, UPHOLSTERED AND STUFFED ARTICLES BR registers renovators and manufacturers of upholstered and stuffed articles;

inspects premises of registrants as well as retailers of these articles. Investigates consumer complaints about stuffed furniture, mattresses, pillows, toys, etc. and tests filling material submitted to the branch. Contact Queen's Park or regional offices.

UPPER CANADA VILLAGE

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION in Morrisburg maintains and operates parks, campgrounds and historic sites in the St. Lawrence Seaway valley. The St Lawrence Parks Commission has other facilities such as wildfowl sanctuary, maple syrup bush, riding trails, nature trails, marina, Upper Canada Golf Course, railroad museum, Loyalist Memorials, Upper Canada Village and Old Fort Henry. Student tours to last two attractions can be pre-arranged. The Commission has facilities for winter recreation, such as cross country skiing, snowmobiling, Horse-drawn sleigh rides, skating, tobogganing, snow-shoeing.

URANIUM

416-965-2493

LABOUR, OCCUPATIONAL HEALTH BR, Occupational Health Service (965-3610) acts as consultant to those responsible for providing in-plant health care facilities and a healthful working environment for employees. Sets standards and guidelines for chemical substances and physical agents used in the work environment; investigates exposures to toxic chemical agents and harmful physical agents and recommends controls. Environmental Health Studies Service (965-6375) studies the effects of environment and pollution on human health. Health Physics Service (965-8178) directs a program to protect the public from harmful effects of radiation including X-Rays, microwaves and lasers. Handles registration of X-Ray equipment. Monitors areas around nuclear power stations and uranium mines for radioactive pollution.

URBAN RENEWAL

Urban Renewal, see Housing Community Renewal Br A.

URN GARDENS

Urn Gardens, see Cemeteries

USED CAR

Used Car, see Vehicles

VACATION PAY

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards

of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, and equal pay for equal work, termination of employment. Provides means for employees and employers to get together to request a schedule of wage overtime, vacation pay rates, etc. for their particular industry or trade. Also regulates employment agencies (965-0631), and provides for setting of wage rates and other working conditions for construction workers on government contracts. The Employment Adjustment Service is administered through this branch (965-3303). It provides consultation and liaison for labour and employers to help them cope with the effects on employment of technological and economic change. Contact regional office.

VACCINE

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and animals (zoonoses), such as rabies, salmonellosis, brucellosis, etc. The Veterinary Consultants advise Public Health Officers and physicians. Project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-965-4094

HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable diseases by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

VEGETABLES

Vegetables, see Farm Products

VEGETATION DAMAGE

416-965-5778

ENV, AIR RESOURCES BR sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Produces periodic air quality reports. Assesses immediate and long-term effects of air contaminants on vegetation and investigates vegetation damage claims. Conducts studies into

technological developments, industrial trends and pollution problems, including hazardous substances and other emissions. Administers environmental research grants. Contact regional office.

VEHICLE THEFT

416-965-8049

SOL GEN, OPP, AUTO THEFT BR provides assistance to all police forces on investigations of organized vehicle theft rings and the identification of suspect vehicles.

VEHICLES

Vehicles, liens on motor vehicles, see CCR Personal Property Registration Br

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices in the fields of: real estate and business brokerage & selling, mortgage brokerage, activities of dealers in and salesmen of motor vehicles, bailiffs, consumer credit reporting agencies, collection agencies pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and travel wholesalers. Tribunal also hears appeals from decisions of the corporation administering the guarantee fund under the New Homes Warranty Act, & appeals from credit unions under the Credit Unions and Caisses Populaires Act.

416-965-6701

CCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC) compensates victims of accidents caused by drivers of uninsured, stolen and hit and run vehicles by administering the Motor Vehicle Accident Claims Act.

416-965-3025

CCR, MOTOR VEHICLE DEALERS BR registers dealers and salesmen of new and used motor vehicles. Investigates complaints received in writing concerning transactions relating to the purchase and sale of motor vehicles. Contact Queen's Park or Regional Office.

416-965-5778

ENV, AIR RESOURCES BR sets air quality objectives and emission standards and assesses effect of land use on air

quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Produces periodic air quality reports. Assesses immediate and long-term effects of air contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological developments, industrial trends and pollution problems, including hazardous substances and other emissions. Administers environmental research grants. Contact regional office.

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants for sewage works for municipalities. Deals with pollution control relating to septic tanks, derelict motor vehicles, litter, sewage sludge, boating and ice huts. Contact regional office.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

416-965-8049

SOL GEN, OPP, AUTO THEFT BR provides assistance to all police forces on investigations of organized vehicle theft rings and the identification of suspect vehicles.

416-965-5444

SOL GEN, OPP, TRAFFIC INVESTIGATION BR enforces vehicle traffic laws. Investigates complaints about all aspects of traffic and analyzes collisions of vehicles to determine how to make highways safer.

416-248-7154

TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through

five Regional and thirteen District Offices in Ontario, serves the public by administering programs for the examination of drivers and for the safety and mechanical fitness inspection of vehicles. Driver licensing involves examination of applicants for operator's licences, chauffeur's licences, motorcycle licences, and for authority to drive a school bus. Issues annual, project, single trip and farm permits. Contact regional or district offices. In Metro Toronto, call Central Region, 248-7163.

416-248-3381

TR & COMM, EXTERNAL RELATIONS DIVISION provides legal services for the ministry through the Office of Legal Services (248-3617). The Division Support & Claims Branch (248-3127) handles insurance claims against the Crown for injuries and property damage arising from accidents on provincial highways or involving government vehicles, as well as claims by the Crown for damage to highway property or government vehicles excluding OPP vehicles; processes claims for personal injury involving government employees where a third party is involved and the employee has accepted Workmen's Compensation.

416-248-7146

TR & COMM, HIGHWAY CARRIER LICENSING OFFICE issues licences to public vehicles (PV), e.g. every bus, and to public commercial vehicles (PCV), e.g. trucks and truck tractors, operating in Ontario beyond the urban municipality. Applications for cartage licences within a municipality should be made at the clerk's offices in municipalities. The branch will advise shippers of the extent of authority of any trucking company they may wish to have ship their goods. Contact regional office.

416-248-3965

TR & COMM, MANAGEMENT INFORMATION & TESTING SYSTEMS OFFICE provides: testing facilities for full-scale research on vehicles and transportation equipment; instrumentation design, construction and application assistance on all testing needs. Performs data processing for the division, and maintains data information and knowledge base for research reports on transportation. Edits and publishes technical information including associated art work. Manages heavy equipment and management systems for the division and research and development pilot projects for the ministry.

416-248-3548

TR & COMM, PROGRAM DEVELOPMENT BR determines regulatory program needs of drivers and private and commercial vehicles by conducting an annual evaluation of their performance;

develops new programs and strategies to meet Ontario's social, economic, environmental and technological needs; establishes standards for drivers and vehicles; develops and modifies procedures for standards enforcement; prepares drafts for proposed legislation and regulations.

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry, including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials, and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & Comm regional or district offices.

416-248-3178

TR & COMM, SUPPLY AND SERVICES BR provides the Ministry with a variety of services. Tenders Office (248-3651) advertises and supplies information on construction and supply contracts and conducts public tender openings. Purchasing & Supply Office (248-3361) purchases and disposes of all motor vehicles used by the Ontario government; purchases construction, maintenance and operating supplies and equipment. General Services Office (248-3853) operates a government garage service, instrument repair service; controls movable assets. Special Services Office (248-3364) provides administrative services, including accommodation design and control, office furnishings; establishes sites for and inspects freeway service centres; and provides telecommunication services and remote airport directional systems. Records Services Office (248-3531) maintains a reference library on ministry programs; prepares manuals, publications, maps and photographs for ministry and public distribution; performs records management function. Graphic Services Office (248-3557) provides art, display, reproduction facilities.

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Commercial Vehicles Operations & Safety Program studies: vehicle stability, braking and handling including effects of mechanical and structural condition, as related to operational performance and safety; impact of new vehicle

standards and provincial highway regulations on safety; driver characteristics and commercial vehicle accidents data and statistics.

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Transit Systems Program conducts research in transit (wheel & rail) technology including the stability and curving of rail vehicles; design for elevated light rail transit and highway bridges; electrical motor performance and battery powered electric vehicles; alternate transit systems such as car pooling, and dial-a-bus studies; and transit systems reliability to aid in planning.

416-965-1226

TR & COMM, VEHICLE LICENSING OFFICE registers motor vehicles, trailers and snowmobiles. Issues licences to all premises used for selling, repairing or dismantling motor vehicles, e.g. garages, vehicle dealers, etc. Contact local Motor Vehicle Licensing Office. Requests for information on ownership of a specific vehicle should be made in writing to: Ministry of Transportation and Communications, Macdonald Block, Queen's Park, Toronto, enclosing $3.00 fee.

VENDORS PERMITS

416-965-5772

REVENUE, RETAIL SALES TAX BR administers the collection of Retail Sales Tax by Ontario vendors. This tax is paid at the time of purchase on certain goods consumed in Ontario. The branch operates district offices throughout Ontario which register vendors, issue vendors permits and provide information concerning tax exempt items and other aspects of the tax, as well as carrying out periodic audits. Tax under the Race Tracks Tax Act is also collected by the branch. In Metro Toronto, call 487-7161. In other regions, refer to Appendix of this book for local telephone numbers and addresses.

VENEREAL DISEASE

416-965-4058

HEALTH, COMMUNITY HEALTH PROTECTION BR, VD (venereal disease) clinics for the diagnosis and treatment of VD are located throughout the province. Provides advice tc physicians re management of VD cases and educates public on all aspects of venereal disease. Contact local Public Health unit. In Metro Toronto call any time Tel. 965-3333. Grants are available for VD clinics administered by hospitals or local Boards of Health. See also other sections in Health Community Health Protection Br described separately.

VETERANS

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to $150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-4891

COMM SOC, SOLDIERS AID COMMISSION provides emergency welfare assistance to eligible war veterans and/or their dependents who are in need. Administers trust funds accruing from bequests. Contact Commission or closest branch of the Department of Veterans Affairs (DVA) or Royal Canadian Legion.

VETERINARY

416-824-4120

AG & FOOD, AGRICULTURAL RESEARCH INSTITUTE OF ONTARIO inquires into research programs on agriculture, veterinary medicine and household science. Stimulates interest in agricultural research as a means of developing efficiency in the production and marketing of agricultural products in Ontario. Research stations are in Guelph, Ontario; laboratories at the University of Guelph. In Toronto, contact 965-6695.

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six veterinary laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control diseases of poultry; and the Fur Farms Act,

requiring licences of fur farmers.

416-965-5841
AG & FOOD, VETERINARY SERV BR, MEAT INSPECTION SECTION issues licences and inspects slaughtering plants except those registered under the Meat Inspection Act (Canada), and those engaged solely in slaughtering animals exempted by regulations under the Act.

416-965-5841
AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts that require: vaccination of cattle to control brucellosis, licences for livestock community sales, licences of persons involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Issues licences and inspects riding horse establishments, and Pregnant Mare Urine Farms (PMU) for the ultimate production of the hormone estrogen. Licenses those other than pharmacists & veterinarians, who sell livestock medicine. Requires registration of facilities that use animals for research. Provides grants to municipalities of under 50,000 people to construct or renovate pounds.

416-965-4236
HEALTH, COMMUNITY HEALTH PROTECTION BR, FOOD CONTROL Services are the responsibility of the Veterinary Public Health Consultants. Deals with the safety of food in production, processing, distribution and service; food-borne illnesses; interpretation of regulations; interpretation of laboratory results. Issues certificates of approval needed to operate pasteurization plants. Provides information to consumers, the food trade and individuals wishing to enter a food business. See also other sections in Health Community Health Protection Br described separately.

416-965-4236
HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and animals (zoonoses), such as rabies, salmonellosis, brucellosis, etc. The Veterinary Consultants advise Public Health Officers and physicians. Project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

VICTIMS

416-965-4755

ATT GEN, CRIMINAL INJURIES COMPENSATION BOARD provides compensation to victims who have received physical injury as the result of an unprovoked crime of violence, or to the dependants of an innocent victim of a fatal occurrence. The Criminal Injuries Compensation Board also awards compensation to police and others taking part in law enforcement.

416-965-6701

CCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC) compensates victims of accidents caused by drivers of uninsured, stolen and hit and run vehicles by administering the Motor Vehicle Accident Claims Act.

VILLAGES

Villages, see municipalities

VISUAL ARTS

Visual Arts, see Ontario Arts Council, Arts

VOCATIONAL REHABILITATION

Vocational Rehabilitation, see Rehabilitation

VOCATIONAL SCHOOLS

Vocational Schools, see Private Vocational Schools

VOCATIONAL TRAINING

Vocational Training, see Rehabilitation

VOLUNTEER

Volunteer, see also Cult & Rec Admin Services Br Resource Centre

416-965-6424

CORR SERV, VOLUNTEER PROGRAMS BR coordinates the recruiting, screening, training and supervision of volunteers who are involved in both the adult and juvenile rehabilitation programs of the ministry. Volunteers are active in adult institutions, detention centres, jails, juvenile training schools and with both adult and juvenile probationers, parolees and wards of the ministry. There are opportunities for volunteer participation in most areas of the province.

416-965-3314

CULT & REC, COMMUNITY INFORMATION SERVICES Program provides eligible individual community information centres with funding through grants and advises them on matters such as information management, policy, staffing and volunteer training. Publications are available. Contact field

offices.

416-965-4400
SOL GEN, OPP, AUXILIARY POLICE BR consists of volunteer auxiliary police who report to regular detachments and assist with regular police duties. Apply at local OPP detachment. Requirements to become a member of the OPP auxiliary are exactly the same as those of the regular force.

VOTES AND PROCEEDINGS

416-965-2069
GOVT SERV, PRINTING SERVICES BR has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms, and supplies printing and typographic services to Ontario Government ministries and agencies through the graphic arts industry in Ontario. Also provides subscriptions to Hansard, Bills, Votes and Proceedings and Order Papers (965-2238). Duplicating Service (965-2211) provides an in-plant reproduction facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through both the Publications Centre (965-6015) and the Ontario Government Bookstore (965-2054) is responsible for the library depository system, cataloguing, inventory control and distribution of Ontario government publications.

416-965-1406
LEGISLATIVE ASSEMBLY, CLERK'S OFFICE. The Clerk is the principal Officer of the Legislative Assembly, and is responsible for procedure and the daily publication of the Order Paper and Votes and Proceedings, the official record of the activities of the House. The Clerk's Office will answer questions about the status of legislation before the House, and rules pertaining to Private Bills. Also provides certified copies of parliamentary bills.

WAGES

416-965-5251
LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, and equal pay for equal work, termination of employment. Provides means for employees and employers to get together to request a schedule of wage overtime, vacation pay rates, etc. for their particular industry or trade. Also regulates employment agencies (965-0631), and provides for setting of wage rates and other working conditions for construction workers on government

contracts. The Employment Adjustment Service is administered through this branch (965-3303). It provides consultation and liaison for labour and employers to help them cope with the effects on employment of technological and economic change. Contact regional office.

416-965-6101

LABOUR, LABOUR RESEARCH BR provides information on wages, labour relations, safety, collective bargaining, work conditions, unemployment. Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (Phone: 965-6886). Maintains a library containing labour related material (Phone: 965-1641).

WASAGA PARK

WASAGA PARK PROJECT. As part of a broader program of conserving unique natural resources the province has undertaken the development of a major precreational centre at Wasaga Beach. This interministerial project involving Treasury, Economics & Intergovernmental Affairs (TE & IA), Transportation & Communications, Environment and Natural Resources has reached the end of its first 5-year phase and is currently under review by the Cabinet Committee on Resources Development (CCRD) Secretariat. For information write or call: Wasaga Park Project, Min. of TE & IA, Queen's Park, Toronto M7A 1Y7 (965-6945) or CCRD Secretariat, Legislative Bldg., Queen's Park, Toronto M7A 1A2 (965-4826).

WASTE

Waste, see also Pollution

416-965-2531

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal and of the Ministry of the Environment in the areas of water and sewage, waste disposal, air and noise pollution, in accordance with the Ontario Water Resources Act, 1970, and the Environmental Protection Act, 1971.

416-965-3980

ENV, ENVIRONMENTAL APPROVALS BR is the central area where persons and organizations seek ministry approval for activities affecting the environment. Reviews and approves applications required under the Environmental Protection Act (e.g. waste disposal sites), Ontario Water Resources Act and the Environmental Assessment Act. To apply for permits under these Acts contact ministry's regional or district offices. The branch ensures that environmental safeguards are incorporated into land-use planning policies and programs.

Evaluates, at planning stage, any activity by government ministries, utilities, government-funded projects and related activities in the private sector, which will have a significant environmental impact. Develops guidelines for waste disposal systems by industry, municipalities and the public.

416-965-2531

ENV, ENVIRONMENTAL ASSESSMENT BOARD holds public hearings on the environmental impact of major development proposals under three statutes: The Ontario Water Resources Act, 1970 (OWRA), The Environmental Protection Act, 1971 (EPA); The Environmental Assessment Act, 1975 (EAA). Following hearings under the OWRA (re. municipalities wishing to establish or extend their sewage works into another municipality or territory) and the EPA (re: approval to establish or extend a waste disposal site), the Board submits recommendations to the ministry. Under the Environmental Assessment Act, 1975, after the assessment and the ministry's review thereof have been made public, any person can require by written notice a hearing by the Board. After hearings are held under the EAA, the Board renders a final decision which can only be varied or rescinded by the Minister with approval of the Lieutenant Governor in Council.

416-965-2214

ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes, and industrial waste treatment and control with respect to water, air and solids. Contact regional office.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Utility Operations Section provides water and waste water service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and other water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for activities of other two sections.

416-636-8015

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive waste management program including new procedures for resource recovery and recycling. Provides municipalities with assistance and guidance in the economic development of waste management systems. Provides technical services, supervision and financial management required in the planning and construction of resource recovery facilities. Operates full scale experimental resource recovery plant for technology research and market development. Provides grants for selected technology demonstration projects.

416-965-3007

ENV, WASTE MANAGEMENT ADVISORY BOARD advises the Minister of the Environment on matters related to the management of waste in Ontario including means of reducing the quantity of waste produced, of assisting in the development of the recovery of resources from the waste stream, and of improving the aesthetic quality of the physical environment.

416-965-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, pesticides and other contaminants on fish and other aquatic organisms. Contact regional office.

416-965-4590

ENV, WATER RESOURCES WATER MODELLING Section develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and

ground water to waste inputs, withdrawals, pollution control measures, land-use practices and climatic conditions, in order to aid development of water management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, Public Health Engineering Section collects and evaluates data on the quality of the water supply in recreation areas and on the analysis of drinking water. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturers, industry associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage film production and industry in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

WASTE DISPOSAL SITES

Waste Disposal Sites, see also Env Regional Operations Division A.

416-965-3980

ENV, ENVIRONMENTAL APPROVALS BR is the central area where persons and organizations seek ministry approval for activities affecting the environment. Reviews and approves applications required under the Environmental Protection Act

(e.g. waste disposal sites), Ontario Water Resources Act and the Environmental Assessment Act. To apply for permits under these Acts contact ministry's regional or district offices. The branch ensures that environmental safeguards are incorporated into land-use planning policies and programs. Evaluates, at planning stage, any activity by government ministries, utilities, government-funded projects and related activities in the private sector, which will have a significant environmental impact. Develops guidelines for waste disposal systems by industry, municipalities and the public.

WATER

Water, see also Drinking Water

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-2531

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal and of the Ministry of the Environment in the areas of water and sewage, waste disposal, air and noise pollution, in accordance with the Ontario Water Resources Act, 1970, and the Environmental Protection Act, 1971.

416-965-3980

ENV, ENVIRONMENTAL APPROVALS BR is the central area where persons and organizations seek ministry approval for activities affecting the environment. Reviews and approves applications required under the Environmental Protection Act (e.g. waste disposal sites), Ontario Water Resources Act and the Environmental Assessment Act. To apply for permits under these Acts contact ministry's regional or district offices. The branch ensures that environmental safeguards are incorporated into land-use planning policies and programs. Evaluates, at planning stage, any activity by government ministries, utilities, government-funded projects and related activities in the private sector, which will have a

significant environmental impact. Develops guidelines for waste disposal systems by industry, municipalities and the public.

416-965-6971

ENV, POLLUTION CONTROL BR as a whole plans and develops policies, programs, standards, guidelines and legislation to control emission of pollutants; coordinates and conducts applied research in the areas of water supply, and sewage and wastewater treatment, and provides technical support in these areas. The Pollution Control Branch has several sections which are described separately. Contact regional office for specific questions.

416-965-2214

ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes, and industrial waste treatment and control with respect to water, air and solids. Contact regional office.

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants for sewage works for municipalities. Deals with pollution control relating to septic tanks, derelict motor vehicles, litter, sewage sludge, boating and ice huts. Contact regional office.

416-248-3739

ENV, POLLUTION CONTROL BR RESEARCH GROUP includes: a Coordination Section, an Applied Sciences Section, a Wastewater Treatment Section, and a Water Technology Section. The group provides: liaison with academic and research groups; dissemination of technical information and findings; technical assistance to the Planning Sections; applied research studies on pollution; and technical support for, and application of, new technology to the public through regional offices or directly to municipalities and industry.

416-965-1296

ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. water supply, sewage and pollution control facilities for municipalities. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work

and financial analysis, including details on grants available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public water and sewage service areas. Administers program of grants to regional or restructured municipalities for certain sewage works and water works.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other two sections.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Utility Operations Section provides water and waste water service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and other water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for activities of other two sections.

416-965-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, pesticides and other contaminants on fish and other aquatic organisms. Contact regional office.

416-965-4590
ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Contact regional office.

416-965-6194
ENV, WATER RESOURCES BRANCH HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

416-965-4590
ENV, WATER RESOURCES WATER MODELLING Section develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and ground water to waste inputs, withdrawals, pollution control measures, land-use practices and climatic conditions, in order to aid development of water management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

416-965-7678
HEALTH, COMMUNITY HEALTH PROTECTION BR, Public Health Engineering Section collects and evaluates data on the quality of the water supply in recreation areas and on the analysis of drinking water. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

416-248-3196
HEALTH, LABORATORY SERVICES BR has laboratories throughout the province which perform tests to assist in diagnosis, prevention and treatment of disease. The Laboratory Services Branch serves doctors, hospitals, other ministries, and analyzes drinking water for the general public. For drinking

water specimen mailing kits call 248-3171.

416-965-1271

NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

WATER ACCESS

416-965-2745

NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general park information, contact 965-3081 and during the summer months from 8:00 a.m. to midnight, 967-0427.

WATER LOTS

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) conducts land acquisition for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing of prospector's licences, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown lands. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls, carries out forfeiture process for patented mining lands.

WATERFOWL

Waterfowl, see also Ornithology, Wildlife

416-965-2745

NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general park information, contact 965-3081 and during the summer months from 8:00 a.m. to midnight, 967-0427.

WATERSHEDS

416-965-6287

NAT RES, CONSERVATION AUTHORITIES BR assists local conservation authorities with design, planning and operational assistance as well as grants for capital projects. Does studies and reports on watersheds.

WEAPONS

Weapons, see also Firearms

416-965-4485

SOL GEN, OPP, QUARTERMASTER STORES BR is responsible for stocking and distributing all items of uniform, equipment, stationery and office supply needs. Maintains a repository of weapons, seized by police forces, which have been cleared for disposal.

WEED

416-965-1081

AG & FOOD, SOILS AND CROPS BR provides information at local offices throughout the province on production of field, greenhouse and horticultural crops. Information is available to commercial growers on restrictions in use of pesticides. Administers the Weed Control Act. Inquiries on household & urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

WELCOME HOUSE

416-965-1192

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

WELDERS

416-965-4121

CCR, BOILERS AND PRESSURE VESSELS BR strives to minimize the risk of loss of life and property arising from the operation of boilers and pressure vessels. Reviews designs and welding

procedures. Inspects workshops during fabrication and installation. Also qualifies and issues licences to welders. Inspects uninsured vessels periodically, and all vessels before and after major repairs. Investigates accidents. Contact Queen's Park or regional offices.

WELFARE

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs to municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities, supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care for prescribed drugs, prosthetic, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides pensions for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits, contact nearest Comm Soc District Office (Toronto: 487-4392). Legislation is being introduced to allow payment of a special allowance (up to $150 monthly) to families who care for their severely handicapped children at home. Contact District Office (Toronto: 965-8449).

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services,

Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (pensions for single mothers, permanently unemployable fathers, foster children, etc.).

416-965-4891
COMM SOC, SOLDIERS AID COMMISSION provides emergency welfare assistance to eligible war veterans and/or their dependents who are in need. Administers trust funds accruing from bequests. Contact Commission or closest branch of the Department of Veterans Affairs (DVA) or Royal Canadian Legion.

416-965-9337
HEALTH, ONTARIO DRUG BENEFIT PROGRAM provides prescribed drugs free of charge to senior citizens (65 yrs. or older) who have resided in Ontario for the past 12 months. In addition, persons receiving Family Benefits Act (FBA) & General Welfare Act (GWA) assistance are eligible, as well as those receiving vocational rehabilitation assistance, Homes For Special Care and Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to the drug benefit. Federal Old Age Security (OAS) pensioners automatically get this card, but those over 65 who are not OAS pensioners must apply. Application forms available at most pharmacies or by writing to: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly drug benefit cards. To be approved, drugs must be listed in the Drug Benefit Formulary which provides quality and cost control; prescribed by a doctor or a dentist; and obtained in Ontario.

WELLS

416-965-5115
ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Industrial Abatement Section protects the environment against industry pollution and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marina, boats, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for activities of other

two sections.

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ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. Each regional office has four sections. The Utility Operations Section provides water and waste water service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and other water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for activities of other two sections.

416-965-6194

ENV, WATER RESOURCES BRANCH HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

WILDLIFE

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of insecticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Contact ministries involved for research reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

705-942-1800

NAT RES, AIR SERVICE BR in Sault Ste. Marie operates a fleet of aircraft for forest fire detection and suppression, timber, fish and wildlife management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation.

416-965-2761

NAT RES, FINANCIAL MANAGEMENT BR, besides the financial accounting functions as outlined in the first entry under

accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-4451 or regional or district offices.

416-832-2261

NAT RES, FISH AND WILDLIFE RESEARCH BR near Maple, Ontario, conducts biological and environmental research and provides information on the principles of scientific fish and wildlife management, wildlife diseases and parasites, productivity of lakes and streams, aquatic systems ecology, behaviour of animals, animal pathology. Contact Director, Box 50, Maple.

416-965-4251

NAT RES, WILDLIFE BR manages wildlife resources of the province through management of habitat; reviews and recommends wildlife management practices and policy; recommends and enforces wildlife-related (e.g. hunting) laws and regulations; inventories and manages endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas to provide wildlife-oriented recreation. Reviews land use planning to ensure that wildlife interests are considered. Fur Section (965-3345) coordinates and regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers federal-provincial resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

WILLS

Wills, see also Revenue Succession Duty Br

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Power of Attorney, etc. Advises

charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-7314

ATT GEN, SURROGATE COURT issues letters probate of persons who die testate (with a Will), and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of children. Also processes applications for the custody of children. The Surrogate Court also handles contestated claims against estates, Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost Wills. Contact local Surrogate Court Registrar.

WINE

416-562-4141

AG & FOOD, HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO conducts horticulture research to increase production and develop new varieties of fruits, vegetables and wine. It also aids growers of ornamental plants, food processors and the wine industry. The Institute provides propagating material (cuttings, etc.) to growers and nurseries.

416-965-4911

CCR, LIQUOR CONTROL BOARD OF ONTARIO (LCBO) oversees the distribution and sale of liquor (spirits, alcohol, ale, beer and wines) for home consumption and to licensed establishments in government stores throughout Ontario. The Liquor Control Board imports special orders of products not normally carried. Special rare wine and spirits cellars are operated in Toronto and eventually in Ottawa, to stock only high quality products in limited supply. Consultants are available in many metropolitan areas to advise on choosing wine. Duty-free stores at the Toronto International Airport sell liquor to foreign-bound passengers. Age of Majority cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from LCBO stores and brewers retail outlets.

WINTARIO

416-961-6262

CULT & REC, ONTARIO LOTTERY CORPORATION manages Wintario & the Provincial lotteries. Proceeds from Wintario are used through the Min. of Culture & Recreation to support one-time physical fitness, sports, recreation & cultural projects. Proceeds from Provincial sales in Ontario will be used initially for health research & related environmental projects through the Health, Labour & Environment ministries.

For winning numbers check newspaper on day following draw or read sign posted at retailer's. For Wintario grants information call 965-2390 or contact ministry field offices. For health research grants specify field & write: Strategic Planning & Research Br, Min. of Health, 15 Overlea Blvd., Toronto or Pollution Control Br., Min. of the Environment, 135 St. Clair W., Toronto or Occupational Health & Safety Div., Min. of Labour, 400 University Ave., Toronto.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital one-time sports, physical fitness, arts, heritage, library, multicultural and other recreational and cultural projects. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

WOLFORD CHAPEL

416-965-2673

CULT & REC, SIMCOE MEMORIAL FOUNDATION is responsible for the upkeep of Wolford Chapel in Devon, England, where Ontario's first Lieutenant Governor, John Graves Simcoe and his wife are buried. The Foundation is also engaged in projects to make better known Simcoe's life and works in Ontario through the educational system, public celebrations, speakers, awards of medallions and portraits, etc.

WOMEN

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional programs, organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on: recreation education advising those who provide professional preparation at colleges and universities; leisure education, training teachers within the school system; leisure counselling, training recreationists of municipalities; recreation research, administering grants in aid of research in recreation. Professional upgrading is promoted through a new certification program. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL). Special Interests Section (965-5665) serves: those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens, women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation

planning in new cities, camping, including grants to non-profit camps.

416-965-0564

LABOUR, WOMEN CROWN EMPLOYEES OFFICE acts as an internal consultant to the ministries and Crown agencies in the Ontario government in developing, coordinating and monitoring affirmative action plans to upgrade the status of their women employees. Provides general career information and develops pilot training programs. Each ministry and agency has a Women's Advisor or Coordinator in either the Deputy Minister's office or the Personnel branch. Contact individual ministry Women's Advisors.

416-965-1537

LABOUR, WOMEN'S BUREAU is an information service and resource centre for women and women's groups. Provides advice to employers in the private sector who wish to implement equal opportunity programs for full utilization of women employees. Advises within government on women's issues; provides labour legislation information through speakers and publications; provides consultative service on employment counselling. Although individual counselling is not available, the Bureau can refer people to appropriate counselling sources. New outreach program is being developed to serve low-income, immigrant and native women.

416-965-6605

LABOUR, WOMEN'S PROGRAMS DIV Office of the Executive Coordinator coordinates policies and programs to improve the status of women in Ontario. The Executive Coordinator is a member of the Ontario Status of Women Council and the Civil Service Commission, ensuring that provincial government programs for women, and access to the government service and the private sector are coordinated. Provides direction to the Women Crown Employees Office serving women in the Ontario Public Service, and to the Women's Bureau, serving those in the private sector. Functions of these offices are described separately.

416-965-5111

ONTARIO STATUS OF WOMEN COUNCIL is an advisory Council consisting of sixteen members, all appointed by the Government. Advises the Ontario Government through the Provincial Secretariat for Social Development, on matters pertaining to the status of women in Ontario. Co-ordinates and monitors the implementation of recommendations contained in the report 'Equal Opportunity for Women in Ontario: A Plan For Action'. Reports annually to the Legislature. Several committees are active in such areas as: education, labour,

health and child care and women with special needs.

WORKING CONDITIONS

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6246), established in 1975, hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union, the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6246) hears appeals re union representatives, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate interests, disputes, e.g. salary rates, benefits, etc.

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, and equal pay for equal work, termination of employment. Provides means for employees and employers to get together to request a schedule of wage overtime, vacation pay rates, etc. for their particular industry or trade. Also regulates employment agencies (965-0631), and provides for setting of wage rates and other working conditions for construction workers on government contracts. The Employment Adjustment Service is administered through this branch (965-3303). It provides consultation and liaison for labour and employers to help them cope with the effects on employment of technological and economic change. Contact regional office.

WORKMEN'S COMPENSATION BOARD **416-965-8500**

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. A claimant who does not agree with a WCB decision may appeal his or her case. In addition, the Board underwrites the educational

programs of nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre (H&RC) is in Downsview (Northwest Toronto). The Board maintains two information offices in Toronto and area offices in eight other Ontario cities. The WCB reports through the Minister of Labour to the Legislature. Contact Head Office or area offices.

WRESTLING

416-965-4173

CULT & REC, OFFICE OF ATHLETICS COMMISSIONER regulates professional boxing and wrestling and amateur sports in Ontario. Licenses professional boxers and wrestlers.

WRITERS

Writers, see Ontario Arts Council

X-RAY

416-965-4061

HEALTH, INSPECTION BR X-RAY INSPECTION Service administers the regulation respecting X-Ray safety by registering owners of equipment designed to produce X-Rays, approving plans for permanent locations and making safety inspections of such. Provisions of the regulation also apply to the healing arts as well as certain areas in industry and research. Acts as information or referral agency for questions about the use of radioactive material.

416-965-2493

LABOUR, OCCUPATIONAL HEALTH BR, Occupational Health Service (965-3610) acts as consultant to those responsible for providing in-plant health care facilities and a healthful working environment for employees. Sets standards and guidelines for chemical substances and physical agents used in the work environment; investigates exposures to toxic chemical agents and harmful physical agents and recommends controls. Environmental Health Studies Service (965-6375) studies the effects of environment and pollution on human health. Health Physics Service (965-8178) directs a program to protect the public from harmful effects of radiation including X-Rays, microwaves and lasers. Handles registration of X-Ray equipment. Monitors areas around nuclear power stations and uranium mines for radioactive pollution.

YOUNG FARMERS

Young Farmers, see Ag & Food Rural Development Br.

YOUTH

Youth, see also Children, Juveniles, Adolescents, Ag & Food

Rural Development Br.

416-965-1241
AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H program which provides agricultural and leadership training as well as social benefits for youth in rural areas. Contact AG REPS in county or district offices.

416-965-4211
COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial (Manpower) training programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact regional Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Manpower Centre. OCAP Administration Office in Queen's Park is at 965-0668.

416-965-0176
COMM SOC, CHILD WELFARE BR finances. inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoption services (965-2802). Prepares syndicated newspaper column, Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on child abuse and adoptions, and counselling to unwed mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

416-965-1818
COMM SOC, CHILD WELFARE BR INSTITUTIONS provides individual groups and social agencies with grants and assistance in planning, construction, purchase of facilities and long term development of residential treatment services such as substitute homes, maternity homes for unwed mothers and a few

homes for the retarded and physically handicapped. Homes treat emotionally disturbed children and youth, drug abusers and delinquents to help them become self-reliant. Also licenses these institutions. Contact district office.

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional programs, organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on: recreation education advising those who provide professional preparation at colleges and universities; leisure education, training teachers within the school system; leisure counselling, training recreationists of municipalities; recreation research, administering grants in aid of research in recreation. Professional upgrading is promoted through a new certification program. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL). Special Interests Section (965-5665) serves: those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens, women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-3540

ONTARIO YOUTH SECRETARIAT researches information and advises the Ontario Government and ministries on policies and programs involving youth (persons approximately 16 - 24 years). The Secretariat coordinates government programs involving youth, e.g. summer employment for students. They also offer an information service on government youth services. Inquiries about the Ontario government's Experience Program should be directed to Tel.: 965-0480.

ZONING

416-965-1912

ATT GEN, ONTARIO MUNICIPAL BOARD performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of zoning bylaws, official plans and any appeal as provided under the Planning Act, and appeals under the Assessment Act. The Ontario Municipal Board supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

416-965-3352

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which will provide financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants.

416-965-9560

HOUSING, OPERATIONS & DEVELOPMENT CONTROL BR administers Minister's zoning order, validation, part-lot control and road closing applications. Comments to the Ontario Municipal Board on municipal zoning by-laws. Administers land severance applications for Northern Ontario. Processes appeals to the Niagara Escarpment Development Control Regulations. Coordinates the delegation of Minister's powers to local jurisdictions. Provides technical information, administrative support and statistical monitoring for the Plans Administration Div.

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways; for the purchase of capital assets; and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transit services (248-3785). Develops planning policies for provincial highways system, and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airports system and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities, and is involved in public participation programs in ministry projects (248-3931).

ZOONOSES

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and

animals (zoonoses), such as rabies, salmonellosis, brucellosis, etc. The Veterinary Consultants advise Public Health Officers and physicians. Project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

APPENDIX A

761

ABATEMENT.....1
ACCIDENTS.....1
ACCOMMODATION.....2
ACCOUNTING.....2
ACOUSTICS.....6
ACUPUNCTURE.....6
ADDICTION RESEARCH FOUNDATION.....7
ADDICTS.....7
ADJUSTERS.....7
ADMINISTRATIVE SERVICES.....7
ADOLESCENTS.....12
ADOPTIONS.....12
ADULT EDUCATION.....13
ADULT TRAINING CENTRES.....14
ADVERTISING.....14
AERIAL PHOTOGRAPHS.....15
AFFIDAVITS.....15
AFFIRMATIVE ACTION.....16
AG & FOOD ACCOUNTS BR.....16
AG & FOOD ADMIN SERVICES BR.....16
AG & FOOD AGRICULTURAL AND HORTICULTURAL.....16
AG & FOOD AGRICULTURAL MANPOWER SERVICES.....16
AG & FOOD AGRICULTURAL RESEARCH.....17
AG & FOOD AUDIT SERVICES BR.....17
AG & FOOD COLLEGES.....17
AG & FOOD ECONOMICS BR.....17
AG & FOOD EXTENSION BR.....17
AG & FOOD FARM PRODUCTS INSPECTION BR.....18
AG & FOOD FARM PRODUCTS MARKETING BOARD.....18
AG & FOOD FOODLAND DEVELOPMENT BR.....18
AG & FOOD HOME ECONOMICS BR.....18
AG & FOOD HORTICULTURAL RESEARCH.....19
AG & FOOD INFORMATION BR.....19
AG & FOOD LEGAL BR.....19
AG & FOOD LIVESTOCK BR.....19
AG & FOOD MILK COMMISSION OF ONTARIO.....19
AG & FOOD MILK INDUSTRY BR.....19
AG & FOOD ONTARIO AGRICULTURAL MUSEUM.....20
AG & FOOD ONTARIO CROP INSURANCE.....20
AG & FOOD ONTARIO FARM MACHINERY BOARD.....20
AG & FOOD ONTARIO FOOD COUNCIL.....20
AG & FOOD ONTARIO FOOD TERMINAL BOARD.....20
AG & FOOD ONTARIO STOCK YARDS BOARD.....20
AG & FOOD PERSONNEL BR.....21
AG & FOOD PROGRAMS COORDINATION SECRETARIAT.....21
AG & FOOD PROVINCIAL PESTICIDE.....21
AG & FOOD RURAL DEVELOPMENT BR.....21
AG & FOOD SOILS AND CROPS BR.....22
AG & FOOD VETERINARY SERV BR LABORATORY.....22

AG & FOOD VETERINARY SERV BR MEAT INSPECTION.....22
AG & FOOD VETERINARY SERV BR REGULATORY.....22
AG REPS.....22
AGE OF MAJORITY CARDS.....23
AGED.....23
AGENCY OF RECORD.....23
AGRICULTURAL RESEARCH.....23
AGRICULTURAL SOCIETIES.....24
AGRICULTURE.....24
AHOP-HOME.....24
AIR.....24
AIR CONDITIONING CONTRACTORS.....26
AIRCRAFT.....26
AIRPORTS.....26
ALCOHOL.....26
ALCOHOLICS.....28
ALE.....28
ALGONQUIN FORESTRY AUTHORITY.....28
AMBULANCE.....28
AMENDMENT.....29
ANATOMY.....29
ANIMAL SHELTERS.....29
ANIMALS.....29
ANTI-INFLATION.....30
ANTIVENIN.....30
APPEAL.....31
APPRENTICESHIP.....35
APPROVED HOMES.....35
ARBITRATION.....36
ARCHAEOLOGICAL.....37
ARCHITECTURAL CONSERVATION.....38
ARCHIVES.....38
ARDA.....39
ART.....39
ART GALLERY.....40
ART RENTAL.....40
ARTICLES OF AMENDMENT.....40
ARTICLES OF INCORPORATION.....40
ARTIFACTS.....40
ARTIFICIAL LIMBS.....40
ARTISTS.....40
ARTS.....41
ASSESSMENT.....44
ASSETS DISPOSAL.....45
ASSIGNMENT OF BOOK DEBTS.....45
ASSISTED HOME OWNERSHIP PROGRAM.....45
ATHLETES.....45
ATHLETICS COMMISSIONER.....46
ATT GEN ASSESSMENT REVIEW COURT.....46
ATT GEN BLIND PERSONS RIGHTS ACT.....46
ATT GEN BOARD OF NEGOTIATION.....46

ATT GEN BOARD OF VALUATION.....47
ATT GEN COMMON LEGAL SERVICES.....47
ATT GEN COUNTY AND DISTRICT COURTS.....47
ATT GEN CRIMINAL INJURIES COMPENSATION BOARD.....47
ATT GEN CROWN ATTORNEYS.....47
ATT GEN CROWN ATTORNEYS' OFFICE.....47
ATT GEN CROWN LAW OFFICE CIVIL.....48
ATT GEN CROWN LAW OFFICE CRIMINAL.....48
ATT GEN DIRECTOR OF COURTS ADMIN.....48
ATT GEN FINANCIAL MANAGEMENT BR.....49
ATT GEN LAND COMPENSATION BOARD.....49
ATT GEN LEGISLATIVE COUNSEL SERVICES.....49
ATT GEN MANAGEMENT AUDIT BR.....49
ATT GEN MANAGEMENT INFORMATION SYSTEM BR.....49
ATT GEN NATIVE COURT WORKER PROGRAM.....49
ATT GEN OFFICIAL GUARDIAN.....50
ATT GEN ONTARIO LAW REFORM COMMISSION.....50
ATT GEN ONTARIO MUNICIPAL BOARD.....50
ATT GEN PERSONNEL MANAGEMENT BR.....50
ATT GEN PLANNING AND EVALUATION BR.....50
ATT GEN POLICY DEVELOPMENT DIV.....51
ATT GEN PROVINCIAL COURTS CRIMINAL DIV.....51
ATT GEN PROVINCIAL COURTS CRIMINAL DIV METRO.....51
ATT GEN PROVINCIAL COURTS FAMILY DIV.....51
ATT GEN PUBLIC TRUSTEE.....52
ATT GEN REFEREE OF THE SMALL CLAIMS COURTS.....52
ATT GEN SMALL CLAIMS COURTS.....52
ATT GEN SUPREME COURT OF ONTARIO.....52
ATT GEN SUPREME COURT OF ONTARIO REGISTRAR'S.....53
ATT GEN SURROGATE COURT.....53
ATT GEN SYSTEMS DEVELOPMENT BR.....53
ATTORNEY GENERAL.....53
AUCTIONEERS.....54
AUDIT.....54
AUTOMOBILE.....56
AUTOPSIES.....56
AVIATION.....56
BAIL.....57
BAILIFFS.....58
BANKING.....59
BASINS.....60
BEACH.....60
BEER.....60
BELL CANADA.....60
BICYCLES.....61
BILINGUAL.....61
BILINGUALISM.....61
BILLS.....62
BINGOS.....63
BIRDS.....63
BIRTH CONTROL.....63

BIRTHS.....63
BLIND.....63
BOARD OF EDUCATION.....65
BOARD OF NEGOTIATION.....65
BOATING.....65
BOATS.....66
BODIES.....66
BOILERS.....66
BONDS.....67
BOOK PUBLISHING.....67
BOOKSTORE.....67
BORROWING.....67
BOTANY.....68
BOUNDARY LINES.....68
BOXING.....68
BREATHALYZERS.....69
BRIDGES.....69
BROADCASTING.....69
BROKERS.....70
BRUCELLOSIS.....71
BUDGET.....71
BUILDERS.....72
BUILDING CODE.....72
BURIAL GROUNDS.....73
BURIALS.....73
BURSARIES.....73
BUS.....73
BUSINESS.....74
CABINET COMMITTEE ON CONFEDERATION.....80
CABINET OFFICE.....80
CABLE TELEVISION.....80
CAISSES POPULAIRES.....80
CAMPGROUNDS.....80
CAMPS.....81
CANADA STUDENT LOAN.....82
CANADIAN LEARNING MATERIALS FUND.....82
CANADIAN PLOWING COUNCIL.....82
CANADIANA.....82
CANCER.....82
CANOE ROUTES.....83
CAR.....83
CAREER COUNSELLING.....83
CATTLE.....83
CCR ADMINISTRATIVE SERVICES BR.....83
CCR BOILERS AND PRESSURE VESSELS BR.....83
CCR BUILDING CODE BR.....83
CCR CEMETERIES BR.....83
CCR CENTRAL REGISTRATION BR.....84
CCR COMMERCIAL REGISTRATION APPEAL.....84
CCR COMMERCIAL REGISTRATION BR.....84
CCR COMMUNICATIONS SERVICES BR.....84

CCR COMPANIES SERVICES BR....85
CCR COMPANIES SERVICES BR CORPORATION....85
CCR COMPANIES SERVICES BR CORPORATION NAMES....85
CCR COMPANIES SERVICES BR PARTNERSHIPS....85
CCR COMPANIES SERVICES BR RECORDS....85
CCR COMPANY LAW BR....85
CCR CONSUMER SERVICES BUREAU....86
CCR COOPERATIVE SERVICES BR....86
CCR CREDIT UNIONS BR....86
CCR ELEVATING DEVICES BR....86
CCR FINANCE & PROGRAM EVALUATION BR....87
CCR FINANCIAL INSTITUTIONS DIV....87
CCR HUDAC NEW HOME WARRANTY PROGRAM....87
CCR INTERNAL AUDIT....87
CCR INVESTIGATION AND ENFORCEMENT BR....87
CCR LAND BOUNDARIES PROGRAM....87
CCR LEGAL SERVICES....88
CCR LIQUOR CONTROL BOARD OF ONTARIO....88
CCR LIQUOR LICENCE APPEAL TRIBUNAL....88
CCR LIQUOR LICENCE BOARD OF ONTARIO....88
CCR LOTTERIES BR....88
CCR MANAGEMENT SECRETARIAT....88
CCR MOTOR VEHICLE ACCIDENT CLAIMS FUND....89
CCR MOTOR VEHICLE DEALERS BR....89
CCR OFFICE OF THE REGISTRAR GENERAL....89
CCR ONTARIO RACING COMMISSION....89
CCR ONTARIO SECURITIES COMMISSION....89
CCR OPERATING ENGINEERS BR....90
CCR PAPERBACK AND PERIODICAL DISTRIBUTORS....90
CCR PENSION COMMISSION OF ONTARIO....90
CCR PERSONAL PROPERTY REGISTRATION....90
CCR PERSONNEL SERVICES BR....90
CCR PROPERTY LAW PROGRAM....91
CCR REAL ESTATE AND BUSINESS BROKERS....91
CCR REGIONAL PROPERTY REGISTRATION....91
CCR REGISTRAR OF BAILIFFS....91
CCR RENT REVIEW....91
CCR THEATRES BR....92
CCR TRAVEL INDUSTRY ACT....92
CCR UPHOLSTERED AND STUFFED ARTICLES BR....92
CEMETERIES....92
CENSORSHIP....93
CHAPLAINCY....93
CHARITABLE ORGANIZATIONS....94
CHARTERS....94
CHARTS....95
CHATTEL MORTGAGE....95
CHEESE....95
CHEST CLINICS....95
CHILD ABUSE....95
CHILDREN....95

CHILDREN'S AID SOCIETIES.....100
CHIROPODISTS.....101
CHIROPRACTORS.....102
CHRISTMAS TREES.....102
CHURCH YARDS.....103
CHURCHES.....103
CIGARETTES.....103
CIGARS.....103
CITIES.....103
CITIZENS' INQUIRY BRANCH.....104
CIV SERV ADMIN SERVICES BR.....104
CIV SERV ADMIN SERVICES BR CHAPLAINCY.....104
CIV SERV ADMIN SERVICES BR COMMUNICATIONS.....104
CIV SERV ADMIN SERVICES BR COMMUNITY.....104
CIV SERV ADMIN SERVICES BR PERSONNEL.....105
CIV SERV ADMIN SERVICES BR STAFF.....105
CIV SERV BENEFITS POLICY BR.....105
CIV SERV CLASSIFICATION BR.....105
CIV SERV COMPENSATION DIV.....105
CIV SERV PAY POLICY & ADMIN BR.....105
CIV SERV PERSONNEL AUDIT BR.....106
CIV SERV PUBLIC SERVICE APPEAL BOARDS.....106
CIV SERV SENIOR APPOINTMENTS AND COMPENSATION.....106
CIV SERV STAFF RELATIONS DIV.....106
CIV SERV STAFF TRAINING & DEVELOPMENT BR.....107
CIV SERV STAFFING CONTROL BR.....107
CIV SERV STAFFING SERVICES BR A.....107
CIV SERV STAFFING SERVICES BR B.....107
CIVIL SERVICE COMMISSION.....108
CJRT-FM.....108
CLOSING OF RETAIL STORES.....108
CLOTHING.....108
CO-OPS.....108
COACHES.....108
COLL UNIV ACCOUNTS AND ADMIN SERVICES BR.....109
COLL UNIV COLLEGE AFFAIRS BR.....109
COLL UNIV COUNCIL OF REGENTS FOR CAATS.....109
COLL UNIV INDUSTRIAL TRAINING BR.....109
COLL UNIV INDUSTRIAL TRAINING COUNCIL.....110
COLL UNIV INFORMATION RESOURCES BR.....110
COLL UNIV INSTITUTIONAL ACCOUNTING.....110
COLL UNIV INTERNAL AUDIT SERVICES BR.....110
COLL UNIV LEGAL OFFICER.....111
COLL UNIV ONTARIO COUNCIL ON UNIVERSITY AFFAIRS.....111
COLL UNIV PERSONNEL BR.....111
COLL UNIV POLICY AND PLANNING COORDINATION.....111
COLL UNIV PROGRAM RESOURCES BR.....111
COLL UNIV STUDENT AWARDS BR.....111
COLL UNIV UNIVERSITY AFFAIRS DIV.....112
COLLECTION AGENCIES.....112
COLLECTION SERVICE.....113

COLLECTIVE AGREEMENTS.....113
COLLECTIVE BARGAINING.....113
COLLEGES.....114
COLLEGES & UNIVERSITIES.....117
COLLISIONS.....117
COLUMBARIUM.....117
COMM SOC ACCOUNTS BR.....117
COMM SOC AREA AND DISTRICT OFFICES.....117
COMM SOC AUDIT SERVICES BR.....117
COMM SOC CAPITAL & ADMINISTRATIVE SERVICES BR.....118
COMM SOC CHILD WELFARE BR.....118
COMM SOC CHILD WELFARE BR INSTITUTIONS.....118
COMM SOC CHILDREN'S SERVICES DIVISION.....118
COMM SOC COMMUNICATIONS BR.....119
COMM SOC DAY NURSERIES BR.....119
COMM SOC LEGAL SERVICES BR.....119
COMM SOC MANAGEMENT AND FINANCIAL SERV BR.....119
COMM SOC MEDICAL ADVISORY BOARD.....119
COMM SOC MENTAL RETARDATION COMMUNITY RESOURCES.....119
COMM SOC MENTAL RETARDATION COMMUNITY SERVICES.....120
COMM SOC MENTAL RETARDATION FACILITY.....120
COMM SOC MENTAL RETARDATION RESIDENTIAL.....120
COMM SOC MUNICIPAL WELFARE CONSULTING BR.....120
COMM SOC PERSONNEL BR.....121
COMM SOC POLICY ANALYSIS.....121
COMM SOC PROVINCIAL BENEFITS BR.....121
COMM SOC REHABILITATION BR.....121
COMM SOC SENIOR CITIZENS BR.....122
COMM SOC SOCIAL ASSISTANCE REVIEW BOARD.....122
COMM SOC SOLDIERS AID COMMISSION.....122
COMM SOC TRAINING & STAFF DEVELOPMENT BR.....122
COMMERCIAL VEHICLES.....123
COMMISSION ON ELECTION CONTRIBUTIONS & EXPENSES.....123
COMMISSIONER OF OATHS.....123
COMMITTEE ROOMS.....123
COMMUNICATIONS.....123
COMMUNITY & SOCIAL SERVICES.....124
COMMUNITY CENTRES.....124
COMMUNITY COLLEGES.....124
COMMUNITY DEVELOPMENT.....124
COMMUNITY INFORMATION CENTRES.....124
COMMUNITY PLANNING.....124
COMMUNITY RESOURCE CENTRE.....125
COMMUNITY SPONSORED HOUSING PROGRAM.....125
COMPANIES.....125
COMPENSATION.....125
COMPOSERS.....127
COMPRESSOR.....127
COMPUTING CENTRES.....127
CONCILIATION.....127
CONDITIONAL SALE CONTRACT.....127

CONDOMINIUMS.....128
CONFEDERATION.....128
CONSERVATION AUTHORITIES.....129
CONSERVATION REVIEW BOARD.....129
CONSOLIDATED REVENUE FUND.....129
CONSTITUTIONAL.....130
CONSTRUCTION.....130
CONSULTATIVE SERVICES.....131
CONSUMER.....132
CONSUMER & COMMERCIAL RELATIONS.....133
CONSUMER PRICES.....134
CONTAMINANTS.....134
CONVENTIONS.....134
CONVICT.....135
COOPERATIVES.....135
CORONERS.....136
CORPORATIONS.....137
CORPORATIONS TAX.....139
CORPSE.....139
CORR SERV ACCOUNTS.....139
CORR SERV ADULT DIVISION.....139
CORR SERV BAILIFF SERVICES.....139
CORR SERV COMMUNITY RESOURCE CENTRES.....140
CORR SERV DELINQUENCY PREVENTION & NATIVE.....140
CORR SERV EDUCATION BR.....140
CORR SERV FOOD SERVICES BR.....140
CORR SERV INDUSTRIAL PROGRAMS BR.....140
CORR SERV INFORMATION SERVICES BR.....141
CORR SERV INSPECTION AND INVESTIGATION BR.....141
CORR SERV INTERNAL AUDIT BR.....141
CORR SERV JUVENILE DIVISION.....141
CORR SERV LEGAL SERVICES BR.....141
CORR SERV MANAGEMENT DATA SERVICES.....141
CORR SERV NURSING BR.....141
CORR SERV ONTARIO BOARD OF PAROLE.....142
CORR SERV PERSONNEL BR.....142
CORR SERV PLANNING AND RESEARCH BR.....142
CORR SERV PROBATION AND PAROLE ADULT BR.....142
CORR SERV PROGRAM CONSULTATION & DEVELOPMENT DIV.....142
CORR SERV RECREATION BR.....143
CORR SERV STAFF TRAINING AND DEVELOPMENT.....143
CORR SERV SUPPLY AND SERVICES BR.....143
CORR SERV TEMPORARY ABSENCE BR.....143
CORR SERV VOLUNTEER PROGRAMS BR.....143
CORRECTIONAL CENTRES.....144
CORRECTIONAL INSTITUTIONS.....144
CORRECTIONAL SERVICES.....145
CORRECTIONS RESEARCH.....145
CORRESPONDENCE COURSES.....145
COUNSELLING.....145
COUNTERFEITING.....149

COUNTY.....149
COUNTY RESTRUCTURING.....149
COURTS.....149
CRAFTS.....152
CRANE.....152
CREDIT.....153
CREDIT UNIONS.....154
CREMATION.....155
CREMATORIUM.....156
CRIMINAL.....156
CRIMINAL ACTIVITIES.....158
CRIMINAL CODE.....158
CRIMINAL INJURIES COMPENSATION BOARD.....159
CRIMINAL INTELLIGENCE.....159
CROP COMPETITIONS.....160
CROP INSURANCE.....160
CROPS.....160
CROWN ATTORNEYS.....161
CROWN EMPLOYEES GRIEVANCE SETTLEMENT.....161
CROWN LAND.....162
CULT & REC ADMIN SERVICES BR RESOURCE CENTRE.....163
CULT & REC ADMINISTRATIVE SERVICES BR.....163
CULT & REC ADVISORY COUNCIL ON FRANCO-ONTARIAN.....163
CULT & REC ARCHIVES OF ONTARIO.....164
CULT & REC ART GALLERY OF ONTARIO.....164
CULT & REC CAPITAL SUPPORT UNIT.....164
CULT & REC CITIZENS' INQUIRY BRANCH.....164
CULT & REC CITIZENSHIP BR.....165
CULT & REC CJRT-FM.....165
CULT & REC COMMUNICATIONS BR.....165
CULT & REC COMMUNICATIONS BR PUBLICATIONS.....165
CULT & REC COMMUNITY ARTS DEVELOPMENT BR.....165
CULT & REC COMMUNITY INFORMATION SERVICES.....166
CULT & REC CONSERVATION REVIEW BOARD.....166
CULT & REC CULTURAL INDUSTRIES BR.....166
CULT & REC FESTIVAL ONTARIO.....166
CULT & REC FIELD SERVICES BR.....166
CULT & REC FINANCE BR.....167
CULT & REC HERITAGE ADMIN BR ARCHITECTURAL.....167
CULT & REC HERITAGE ADMIN BR HISTORICAL.....167
CULT & REC HERITAGE ADMIN BR MUSEUMS.....167
CULT & REC HERITAGE TRUST BR.....167
CULT & REC HISTORICAL PLANNING AND RESEARCH BR.....168
CULT & REC HURONIA HISTORICAL PARKS.....168
CULT & REC INDIAN COMMUNITY SECRETARIAT.....168
CULT & REC INTERNAL AUDIT.....168
CULT & REC LEGAL SERVICES BR.....168
CULT & REC MCMICHAEL CANADIAN COLLECTION.....169
CULT & REC MULTICULTURAL DEVELOPMENT BR.....169
CULT & REC O E C A.....169
CULT & REC OFFICE OF ATHLETICS COMMISSIONER.....169

CULT & REC OLD FORT WILLIAM.....170
CULT & REC ONTARIO ARTS COUNCIL.....170
CULT & REC ONTARIO HERITAGE FOUNDATION.....170
CULT & REC ONTARIO HISTORICAL STUDIES SERIES.....171
CULT & REC ONTARIO LOTTERY CORPORATION.....171
CULT & REC ONTARIO SCIENCE CENTRE.....171
CULT & REC ONTARIO SPORTS TRAINING CENTRE.....171
CULT & REC OUTREACH ONTARIO.....172
CULT & REC PERSONNEL BR.....172
CULT & REC POLICY PLANNING BR.....172
CULT & REC PROVINCIAL LIBRARY SERVICES.....172
CULT & REC ROYAL BOTANICAL GARDENS.....173
CULT & REC ROYAL ONTARIO MUSEUM.....173
CULT & REC SIMCOE MEMORIAL FOUNDATION.....173
CULT & REC SPECIAL SERVICES BR.....173
CULT & REC SPORTS SERVICES BR.....174
CULT & REC TRANSLATION BUREAU.....174
CULT & REC WINTARIO GRANTS.....174
CULTURAL.....175
CULTURAL EXCHANGES.....178
CULTURE & RECREATION.....178
CURRICULUM.....178
DAIRY.....179
DAMS.....179
DANCE.....180
DAY CARE.....180
DAY NURSERIES.....180
DEAF.....180
DEALERS.....181
DEATH DUTIES.....181
DEATHS.....181
DEBENTURES.....182
DEBT.....182
DEBT SECURITIES.....183
DEFAULTED FINES.....183
DELINQUENTS.....183
DEMERIT POINT.....184
DEMOGRAPHIC.....184
DENTAL.....184
DENTISTS.....185
DENTURE THERAPISTS.....186
DEPTH CHARTS.....186
DERELICT MOTOR VEHICLES.....186
DESERTED WIVES.....186
DESIGN FOR DEVELOPMENT.....186
DESIGN SERVICES.....187
DETENTION CENTRES.....187
DETOXIFICATION CENTRES.....187
DEVELOPERS.....187
DIAL-A-BUS.....187
DIESEL FUEL.....187

DIPLOMAS.....188
DISABILITY.....188
DISABLED.....190
DISADVANTAGED PERSONS.....191
DISCLOSURE.....191
DISCRIMINATION.....191
DISEASE.....192
DISTRICT HEALTH COUNCILS.....194
DISTRICTS.....194
DIVORCE.....194
DOCKS.....195
DOCTORS.....195
DOMESDAY BOOK.....195
DRAINAGE.....196
DRAINAGE BASINS.....196
DRAMA.....196
DRINKING WATER.....196
DRIVE-IN THEATRES.....197
DRIVERS.....197
DRUG ABUSERS.....198
DRUG BENEFIT.....199
DRUGS.....200
DUMPS.....201
DUTY-FREE STORES.....202
EASEMENTS.....202
EASTERN ONTARIO DEVELOPMENT CORPORATION.....202
ECONOMIC.....202
EDIBLE OILS.....204
EDUC BUDGET SERVICES BR.....205
EDUC COMMUNICATIONS SERVICES BR.....205
EDUC CORRESPONDENCE EDUCATION BR.....205
EDUC COUNCIL ON FRENCH LANGUAGE SCHOOLS.....205
EDUC CURRICULUM BR.....205
EDUC EDUCATION DATA PROCESSING BR.....206
EDUC FINANCIAL MANAGEMENT BR.....206
EDUC INFORMATION SYSTEMS & RECORDS BR.....206
EDUC LANGUAGES OF INSTRUCTION COMMISSION.....206
EDUC MANAGEMENT SERVICES BR.....207
EDUC PERSONNEL BR.....207
EDUC PROFESSIONAL DEVELOPMENT BR.....207
EDUC REGIONAL SERVICES.....207
EDUC RESEARCH & EVALUATION BR.....207
EDUC SCHOOL BUSINESS & FINANCE BR.....208
EDUC SPECIAL EDUCATION BR.....208
EDUC STUDENT ACTIVITIES & SPECIAL PROJECTS.....208
EDUC SUPERVISION & LEGISLATION BR LEGISLATION.....208
EDUC SUPERVISION & LEGISLATION BR SUPERVISION.....209
EDUC TEACHER EDUCATION BR.....209
EDUC TEACHERS SUPERANNUATION COMMISSION.....209
EDUCATION.....209
EDUCATION DOCUMENTS.....213

EDUCATION RELATIONS COMMISSION.....213
EDUCATIONAL COMMUNICATIONS.....213
EDUCATIONAL RESEARCH.....213
EDUCATIONAL TELEVISION.....214
EFFLUENTS.....214
ELDERLY.....214
ELDERLY PERSONS HOUSING AID ACT.....214
ELECTION.....214
ELECTORAL DISTRICT.....215
ELECTRIC POWER PLANNING.....215
ELEVATING DEVICES.....215
EMBALMERS.....215
EMERGENCY.....215
EMISSIONS.....216
EMOTIONALLY DISTURBED.....216
EMPLOYEE BENEFITS.....217
EMPLOYEE HOME OWNERS ASSISTANCE PLAN.....217
EMPLOYEES.....217
EMPLOYERS.....222
EMPLOYMENT.....224
EMPLOYMENT AGENCIES.....227
ENDANGERED SPECIES.....227
ENERGY.....227
ENERGY ONTARIO ENERGY CORPORATION.....230
ENERGY THE MINISTRY OF ENERGY.....231
ENGLISH.....231
ENUMERATION.....231
ENV ADMINISTRATIVE SERVICES BR.....232
ENV AIR RESOURCES BR.....232
ENV ENVIRONMENTAL APPEAL BOARD.....232
ENV ENVIRONMENTAL APPROVALS BR.....232
ENV ENVIRONMENTAL ASSESSMENT BOARD.....233
ENV FARM POLLUTION ADVISORY COMMITTEE.....233
ENV FINANCIAL SERVICES BR.....233
ENV INFORMATION SERVICES BR.....233
ENV INTERNAL AUDIT BR.....234
ENV LABORATORY SERVICES BR.....234
ENV LEGAL SERVICES BR.....234
ENV PERSONNEL BR.....234
ENV PESTICIDES ADVISORY COMMITTEE.....234
ENV PESTICIDES APPEAL BOARD.....234
ENV POLLUTION CONTROL BR.....235
ENV POLLUTION CONTROL BR CONTINGENCY.....235
ENV POLLUTION CONTROL BR INDUSTRIAL.....235
ENV POLLUTION CONTROL BR MUNICIPAL.....235
ENV POLLUTION CONTROL BR NOISE.....235
ENV POLLUTION CONTROL BR PESTICIDES.....236
ENV POLLUTION CONTROL BR RESEARCH.....236
ENV PROGRAM PLANNING AND EVALUATION BR.....236
ENV PROJECT COORDINATION BR.....236

ENV REGIONAL OPERATIONS DIVISION A.....236
ENV REGIONAL OPERATIONS DIVISION B.....237
ENV RESOURCE RECOVERY BR.....237
ENV WASTE MANAGEMENT ADVISORY BOARD.....237
ENV WATER RESOURCES BR DATA SYSTEMS.....238
ENV WATER RESOURCES BR LIMNOLOGY.....238
ENV WATER RESOURCES BR PLANNING.....238
ENV WATER RESOURCES BRANCH HYDROLOGY.....238
ENV WATER RESOURCES WATER MODELLING.....238
ENVIRONMENT.....238
ENVIRONMENTAL RESEARCH.....239
ESCALATORS.....240
ESTATE TAX.....240
ESTATES.....240
ETHNIC.....240
EVIDENCE.....241
EX-OFFENDERS.....241
EXHIBITIONS.....241
EXHIBITS.....242
EXPERIENCE PROGRAM.....243
EXPORTS.....243
EXPROPRIATION.....244
EXTENDED HEALTH CARE.....245
EXTERNAL ACTIVITIES.....246
EXTRA-PROVINCIAL LICENCES.....247
FAMILY PLANNING.....247
FARM.....247
FARM LAND.....249
FARM PRODUCTS.....250
FATHERS.....250
FEDERAL-PROVINCIAL.....251
FELLOWSHIPS.....253
FERRY.....254
FESTIVAL ONTARIO.....254
FESTIVALS.....254
FILLING MATERIAL.....254
FILM.....254
FILMS.....257
FINANCIAL MANAGEMENT.....257
FINANCING STATEMENT.....259
FINES.....259
FIRE.....259
FIREARMS.....260
FISH.....260
FISHING.....262
FITNESS.....262
FOOD.....263
FOREIGN INVESTMENT.....265
FOREIGN LAND.....266
FORENSIC SCIENCE.....266
FOREST.....266

FOREST FIRE.....267
FOREST INDUSTRIES.....267
FOREST RANGERS.....268
FORESTRY CAMPS.....268
FORGERY.....268
FORT WILLIAM.....268
FOSTER CHILDREN.....268
FOUR-H.....269
FRANCHISES.....269
FRANCO-ONTARIAN.....270
FRATERNAL SOCIETIES.....270
FRAUDS.....271
FRENCH.....271
FROG.....273
FRUIT.....274
FUEL.....274
FUNERAL DIRECTORS.....274
FUNGICIDES.....275
FUR.....275
FURNITURE.....276
GAINS-A.....276
GAINS-D.....276
GAMBLING.....277
GAMES OF CHANCE.....277
GARAGES.....277
GARBAGE.....277
GARDENS.....277
GARNISHMENTS.....278
GASOLINE.....278
GEOGRAPHIC NAMES.....278
GEOLOGICAL.....278
GEOLOGY.....279
GEOTECHNICAL.....279
GERIATRICS.....280
GIFT TAX.....280
GO TEMPORARY.....280
GO TRANSIT.....281
GOVERNMENT CAUCUS OFFICE.....281
GOVERNMENT PAYMENTS.....281
GOVERNMENT SERVICES.....281
GOVT SERV ADMINISTRATIVE SERVICES.....281
GOVT SERV AUDIT BR.....281
GOVT SERV COMPUTER SERVICES DIV.....281
GOVT SERV DESIGN SERVICES BR.....282
GOVT SERV EMPLOYEE ADVISORY SERVICE.....282
GOVT SERV EMPLOYEE BENEFITS BR.....282
GOVT SERV EMPLOYEE DATA SERVICES BR.....282
GOVT SERV EMPLOYEE HEALTH SERVICES BR.....283
GOVT SERV FINANCE BR.....283
GOVT SERV GOVERNMENT PAYMENTS BR.....283
GOVT SERV INSURANCE AND RISK MANAGEMENT.....283

GOVT SERV LEGAL BR.....283
GOVT SERV LEGISLATIVE SERVICES BR.....283
GOVT SERV MANAGEMENT CONSULTING SERVICES.....284
GOVT SERV MANAGEMENT PLANNING BR.....284
GOVT SERV PERSONNEL BR.....284
GOVT SERV PLANNING AND RESEARCH BR.....284
GOVT SERV PRINTING SERVICES BR.....284
GOVT SERV PROGRAM MANAGEMENT BR.....284
GOVT SERV PROPERTY MANAGEMENT BR.....285
GOVT SERV PROTOCOL SERVICES.....285
GOVT SERV PROTOCOL SERVICES PROTOCOL.....285
GOVT SERV PROTOCOL SERVICES SCROLLS.....285
GOVT SERV PUBLIC SERVICE SUPERANNUATION BOARD.....286
GOVT SERV REALTY SERVICES BR.....286
GOVT SERV SPECIAL SERVICES BR.....286
GOVT SERV SUPPLY ADMINISTRATION BR.....286
GOVT SERV SYSTEMS DEVELOPMENT.....287
GOVT SERV TELECOMMUNICATIONS SERVICES BR.....287
GRANGE.....287
GRANTS.....287
GRAVEL.....302
GREAT LAKE WATER LEVELS.....302
GREAT LAKES.....302
GREENHOUSE.....302
GROUND WATER.....303
GROUP HOMES.....303
GROUP OF SEVEN.....303
GUARANTEED ANNUAL INCOME SYSTEM.....304
GUNS.....304
HALDIMAND-NORFOLK.....304
HALF-WAY HOUSES.....304
HANDICAPPED.....305
HANSARD.....307
HAZARDOUS SUBSTANCES.....308
HAZARDS.....308
HEALTH.....308
HEALTH ADDICTION RESEARCH FOUNDATION.....308
HEALTH AMBULANCE SERVICES BR.....308
HEALTH AUDIT SERVICES BR.....309
HEALTH CHILDREN'S MENTAL HEALTH SERVICES.....309
HEALTH CLINIC SERVICES BR.....309
HEALTH COMMUNICATIONS BR.....309
HEALTH COMMUNITY HEALTH PROTECTION BR.....309
HEALTH COMMUNITY HEALTH PROTECTION BR FOOD.....310
HEALTH COMMUNITY HEALTH PROTECTION BR INSPECTION.....310
HEALTH COMMUNITY HEALTH PROTECTION BR NOPHS.....310
HEALTH COMMUNITY HEALTH PROTECTION BR VD.....310
HEALTH COMMUNITY HEALTH PROTECTION BR VETERINARY.....310
HEALTH COMMUNITY HEALTH PROTECTION COMMUNICABLE.....311
HEALTH COMMUNITY HEALTH SERVICES AREA PLANNING.....311
HEALTH CONSULTING SERVICES BR.....311

HEALTH COUNCILS.....311
HEALTH DATA DEVELOPMENT AND EVALUATION BR.....311
HEALTH DISCIPLINES ACT.....312
HEALTH DRUGS & THERAPEUTICS BR.....312
HEALTH ENROLMENT BRANCH.....312
HEALTH FINANCE AND ACCOUNTING BR.....313
HEALTH FISCAL RESOURCES BR.....313
HEALTH HEALTH BOARDS SECRETARIAT.....313
HEALTH HEALTH PROMOTION BR DENTAL.....314
HEALTH HEALTH PROMOTION BR HEALTH EDUCATION.....314
HEALTH HEALTH PROMOTION BR MATERNAL & CHILD.....314
HEALTH HEALTH PROMOTION BR NUTRITION.....314
HEALTH HEALTH PROMOTION BR PUBLIC HEALTH NURSING.....314
HEALTH HEALTH PROMOTION BR THE ELDERLY.....314
HEALTH HOMES FOR SPECIAL CARE PROGRAM.....314
HEALTH HUMAN RESOURCES BR.....315
HEALTH INSPECTION BR LABORATORY.....315
HEALTH INSPECTION BR NURSING HOME.....315
HEALTH INSPECTION BR X-RAY.....315
HEALTH INSTITUTIONAL OPERATIONS BR.....316
HEALTH INSTITUTIONAL PLANNING BR.....316
HEALTH INSURANCE.....316
HEALTH INSURANCE CLAIMS BR.....316
HEALTH LABORATORY SERVICES BR.....316
HEALTH LEGAL BR.....316
HEALTH MANPOWER PLANNING.....316
HEALTH ONTARIO CANCER TREATMENT.....316
HEALTH ONTARIO COUNCIL OF HEALTH.....317
HEALTH ONTARIO DRUG BENEFIT PROGRAM.....317
HEALTH ONTARIO MENTAL HEALTH FOUNDATION.....317
HEALTH PERSONAL HEALTH DIV.....317
HEALTH PROFESSIONAL SERVICES MONITORING BR.....318
HEALTH PROGRAM DEVELOPMENT BR.....318
HEALTH PSYCHIATRIC HOSPITALS BR.....318
HEALTH RESEARCH.....318
HEALTH STRATEGIC PLANNING & RESEARCH BR.....319
HEALTH SUPPLY AND SERVICES BR.....319
HEALTH SYSTEMS MANAGEMENT & COORDINATION BR.....320
HEATING CONTRACTORS.....320
HERBICIDES.....320
HERITAGE.....321
HIGHWAY CARRIER LICENSING.....323
HIGHWAY TRANSPORT.....323
HIGHWAYS.....323
HISTORIC SITES.....326
HISTORY.....326
HOISTING PLANTS.....329
HOLIDAYS.....329
HOME CARE.....329
HOME ECONOMICS.....329
HOME OWNERSHIP MADE EASY.....330

HOME RENEWAL.....330
HOMEMAKERS.....331
HOMES FOR SPECIAL CARE.....331
HOMES FOR THE AGED.....332
HOMES WARRANTY.....332
HOMICIDES.....333
HONEY.....333
HORSE.....333
HORTICULTURAL.....333
HORTICULTURE.....334
HOSPITALITY FUND.....335
HOSPITALS.....335
HOUSING.....336
HOUSING AUDIT OPERATIONS BR.....337
HOUSING AUTHORITIES.....337
HOUSING COMMUNICATIONS BR.....337
HOUSING COMMUNITY HOUSING DIVISION A.....337
HOUSING COMMUNITY HOUSING DIVISION B.....338
HOUSING COMMUNITY LAND DEVELOPMENT BR.....338
HOUSING COMMUNITY PLANNING ADVISORY BR.....338
HOUSING COMMUNITY RENEWAL BR B.....339
HOUSING COMMUNITY RENEWAL BRANCH A.....339
HOUSING CORPORATE SECRETARY.....339
HOUSING FINANCE BR.....339
HOUSING LAND MARKETING & SURVEYS BR AHOP-HOME.....340
HOUSING LAND MARKETING & SURVEYS BR LAND.....340
HOUSING LAND MARKETING & SURVEYS BR MARKETING.....340
HOUSING LEGAL SERVICES BR.....340
HOUSING LOCAL PLANNING POLICY BR.....340
HOUSING MANAGEMENT PLANNING & EVALUATION BR.....341
HOUSING MANAGEMENT SYSTEMS BR.....341
HOUSING NORTH PICKERING.....341
HOUSING NORTH PICKERING LAND ACQUISITION.....341
HOUSING OFFICIAL PLANS BR.....341
HOUSING OHC COMMUNITY RELATIONS BR.....341
HOUSING OHC HOUSING OPERATIONS BR.....342
HOUSING OHC MAINTENANCE ENGINEERING.....342
HOUSING OHC SPECIAL COMMITTEE.....342
HOUSING OHC TENANT PLACEMENT.....342
HOUSING ONTARIO HOUSING ACTION PROGRAM.....342
HOUSING ONTARIO MORTGAGE CORPORATION.....343
HOUSING OPERATIONS & DEVELOPMENT CONTROL BR.....343
HOUSING PERSONNEL BR.....343
HOUSING POLICY AND PROGRAM DEVELOPMENT.....343
HOUSING PROJECT PLANNING & EVALUATION.....343
HOUSING REGISTRY.....344
HOUSING SUBDIVISIONS BR.....344
HOUSING SUPPLY & SERVICES BR.....344
HOUSING TECHNICAL SERVICES DIV.....344
HOUSING TECHNICAL SERVICES DIV ARCHITECT'S BR.....344
HOUSING TECHNICAL SERVICES DIV ENGINEER'S.....345

HUDAC NEW HOME WARRANTY PROGRAM.....345
HUMAN RIGHTS.....345
HUMAN TISSUE GIFT ACT.....345
HUNTER DAMAGE COMPENSATION.....345
HUNTING.....346
HURONIA.....347
HYDRAULIC.....347
HYDRO.....348
HYDROLOGY.....348
ICE HUTS.....348
IMMIGRANTS.....349
IMMUNIZATION.....350
IMPORTS.....351
INCENTIVE GRANTS.....351
INCORPORATION.....351
IND & TOUR ADVERTISING SERVICES SECTION.....352
IND & TOUR COMMUNICATIONS DIV.....352
IND & TOUR CONSULTATIVE SERVICES BR.....352
IND & TOUR CONSULTATIVE SERVICES BR COUNSELLING.....352
IND & TOUR CONSULTATIVE SERVICES BR GRANTS.....353
IND & TOUR ECONOMIC ANALYSIS & RESEARCH BR.....353
IND & TOUR FINANCE & SYSTEMS BR.....353
IND & TOUR INDUSTRY & TRADE DEV BR.....354
IND & TOUR INDUSTRY BR INDUSTRIAL DEV.....354
IND & TOUR INDUSTRY BR INDUSTRIAL SERVICES.....354
IND & TOUR INDUSTRY BR PRODUCT-MANUFACTURING DEV.....355
IND & TOUR MANAGEMENT SERVICES BR.....355
IND & TOUR METRIC & STANDARDS SECRETARIAT.....355
IND & TOUR ONTARIO PLACE CORPORATION.....355
IND & TOUR ONTARIO RESEARCH FOUNDATION.....356
IND & TOUR OPERATIONAL REVIEW BR.....356
IND & TOUR PERSONNEL BR.....356
IND & TOUR SECTOR ANALYSIS BR.....356
IND & TOUR SMALL BUSINESS OPERATIONS DIV.....356
IND & TOUR STRATEGIC PLANNING BR.....357
IND & TOUR THE DEVELOPMENT CORPORATIONS.....357
IND & TOUR TOURISM DEVELOPMENT BR.....357
IND & TOUR TOURISM MARKETING BR.....357
IND & TOUR TOURISM OPERATIONS BR.....358
INDIAN BAND COUNCILS.....358
INDIANS.....360
INDUSTRIAL ACCIDENTS.....360
INDUSTRIAL CAMPS.....360
INDUSTRIAL PARKS.....360
INDUSTRIAL TRAINING.....361
INDUSTRY.....361
INDUSTRY & TOURISM.....366
INDUSTRY & TRADE RESEARCH.....366
INFORMATION CENTRES.....366
INFORMATION OFFICERS FORUM.....366
INFORMATION SERVICE.....366

INHERITANCE TAX.....372
INJURY.....372
INMATES.....372
INQUESTS.....374
INSECTICIDES.....375
INSECTS.....375
INSIDER TRADING.....376
INSTITUTIONAL TRAINING.....376
INSURANCE.....377
INTERGOVERNMENTAL.....378
INTERIOR DESIGN.....379
INTERNATIONAL.....379
INTERNATIONAL JOINT COMMISSION.....379
INTERPROVINCIAL.....379
INTESTATE.....380
INVENTORS.....381
INVESTMENT CONTRACT COMPANIES.....381
INVESTORS.....382
ITINERANT SELLERS.....382
JAILS.....383
JOINT VENTURES.....383
JUNIOR FARMER PROGRAM.....384
JURY.....384
JUSTICES OF THE PEACE.....385
JUVENILES.....385
LABORATORIES.....386
LABORATORY.....387
LABOUR.....390
LABOUR ADMIN OPERATIONS BR.....390
LABOUR ADMINISTRATION DIVISION.....390
LABOUR COMMUNICATIONS SERVICES BR.....390
LABOUR CONCILIATION & MEDIATION SERVICES BR.....390
LABOUR EMPLOYMENT STANDARDS BR.....390
LABOUR FINANCE BR.....391
LABOUR INDUSTRIAL RELATIONS DIVISION.....391
LABOUR LABOUR RESEARCH BR.....391
LABOUR LABOUR SAFETY COUNCIL.....391
LABOUR LEGAL BR.....391
LABOUR MINES ENGINEERING BR.....391
LABOUR OCCUPATIONAL HEALTH & SAFETY DIVISION.....392
LABOUR OCCUPATIONAL HEALTH BR.....392
LABOUR OCCUPATIONAL SAFETY BR.....392
LABOUR ONTARIO LABOUR RELATIONS BOARD.....392
LABOUR ONTARIO LABOUR-MANAGEMENT ARBITRATION.....393
LABOUR ONTARIO MANPOWER COMMITTEE SECRETARIAT.....393
LABOUR PERSONNEL BR.....393
LABOUR RELATIONS.....394
LABOUR RESEARCH.....395
LABOUR STAFF BRANCH.....395
LABOUR WOMEN CROWN EMPLOYEES OFFICE.....395
LABOUR WOMEN'S BUREAU.....395

LABOUR WOMEN'S PROGRAMS DIV.....395
LAKES.....396
LAND.....398
LAND COMPENSATION BOARD.....403
LAND FILL SITES.....403
LAND PATENTS.....403
LAND REGISTRY.....404
LAND SEVERANCE.....405
LAND SPECULATION TAX.....405
LAND TRANSFER TAX.....405
LAND USE PLANNING.....406
LANDLORD.....407
LASERS.....408
LAW ENFORCEMENT.....408
LAW REFORM.....409
LEAD.....409
LEARNERS PERMITS.....410
LEARNING DISABILITIES.....410
LEGAL AID.....410
LEGAL HOLIDAYS.....410
LEGAL RESEARCH.....411
LEGAL SERVICES.....411
LEGISLATION.....413
LEGISLATIVE ASSEMBLY LEGISLATIVE LIBRARY.....413
LEGISLATIVE ASSEMBLY OFFICE ADMINISTRATIVE.....413
LEGISLATIVE ASSEMBLY OFFICE CLERK'S OFFICE.....414
LEGISLATIVE ASSEMBLY OFFICE HANSARD.....414
LEGISLATIVE ASSEMBLY OFFICE SPEAKER'S OFFICE.....414
LEGISLATIVE ASSEMBLY RETIREMENT.....414
LEGISLATIVE BUILDING.....415
LEGISLATIVE COUNSEL SERVICES.....415
LEGISLATIVE LIBRARY.....415
LEPROSY.....416
LETTERS PATENT.....416
LIBERAL PARTY CAUCUS OFFICE.....416
LIBRARY.....416
LICENCE OF OCCUPATION.....423
LICENCES.....423
LICENSE.....431
LIENS.....431
LIGHT RAIL TRANSIT.....432
LIMITED COMPANIES.....432
LIQUOR.....432
LIQUOR CONTROL BOARD.....433
LIQUOR LICENCE BOARD.....433
LITTER.....433
LIVESTOCK.....433
LOAN COMPANIES.....435
LOANS.....435
LOCAL GOVERNMENT.....439
LOCKOUTS.....439

LOGGING....439
LONG TERM INCOME PROTECTION....439
LOTTERY....440
MACHINERY....440
MAIL DELIVERY....440
MAINTENANCE....440
MALVERN....440
MANAGEMENT BOARD SECRETARIAT....441
MANAGEMENT CONSULTING....441
MANPOWER....441
MANUFACTURERS....443
MANUFACTURING....445
MAPLE SYRUP....446
MAPS....446
MARINA....448
MARKET RESEARCH....448
MARKETING....448
MARRIAGES....449
MATERNITY LEAVE....449
MATTRESS....450
MAUSOLEUM....450
MEAT INSPECTION....450
MECHANICAL FITNESS....450
MEDIA STUDIO....450
MEDIATION....450
MEDICAL ASSOCIATIONS....450
MEMBER OF PROVINCIAL PARLIAMENT....451
MENTAL HEALTH....452
MENTAL RETARDATION....453
MENTALLY ILL....453
MENTALLY INCOMPETENT....453
MERCURY LEVELS....454
MERCY FLIGHTS....454
METALLURGICAL....454
METALS....455
METRIC SYSTEM....455
METRICATION....455
MICROWAVES....457
MILK....457
MILK COMMISSION OF ONTARIO....458
MILL RATES....458
MINERALS....458
MINERS....459
MINES....459
MINIMUM WAGE....460
MINING....461
MOBILE HOME....463
MOPEDS....463
MORTGAGE BROKERS....464
MORTGAGES....464
MORTMAIN....465

MOTHERS.....465
MOTION PICTURE.....466
MOTOR VEHICLE ACCIDENT CLAIMS.....466
MOTOR VEHICLE DEALERS.....466
MOTOR VEHICLES.....467
MOTORCYCLE.....467
MOTORISTS.....467
MOVIES.....467
MULTICULTURAL.....467
MULTICULTURALISM.....468
MUNICIPAL.....468
MUNICIPAL DIRECTORY.....468
MUNICIPAL LIAISON COMMITTEE.....469
MUNICIPAL TAX.....469
MUNICIPALITIES.....469
MUSEUMS.....482
MUSHROOMS.....483
MUSIC.....483
MUTUAL BENEFIT.....483
NAME CHANGES.....484
NAT RES ADMINISTRATIVE SERVICES BR.....484
NAT RES AIR SERVICE BR.....484
NAT RES ALGONQUIN FORESTRY AUTHORITY.....485
NAT RES CONSERVATION AUTHORITIES BR.....485
NAT RES DIVISION OF FORESTS.....485
NAT RES ENGINEERING SERVICES BR.....485
NAT RES FINANCIAL MANAGEMENT BR.....486
NAT RES FISH AND WILDLIFE RESEARCH BR.....486
NAT RES FISHERIES BR.....486
NAT RES FOREST FIRE CONTROL BR.....486
NAT RES GEOLOGICAL BR.....486
NAT RES INFORMATION BR.....487
NAT RES INTERNAL AUDIT BR.....487
NAT RES LAND USE COORDINATION BR.....487
NAT RES LANDS ADMINISTRATION BR.....487
NAT RES LEGAL SERVICES BR.....487
NAT RES MINE TAX ASSESSMENT.....488
NAT RES MINERAL RESEARCH BR.....488
NAT RES MINERAL RESOURCES BR.....488
NAT RES MINING AND LANDS COMMISSIONER.....488
NAT RES NIAGARA PARKS COMMISSION.....488
NAT RES OFFICE OF INDIAN LAND CLAIMS.....489
NAT RES PARK MANAGEMENT BR.....489
NAT RES PARK PLANNING BR.....489
NAT RES PERSONNEL BR.....489
NAT RES POLICY COORDINATION SECRETARIAT.....489
NAT RES REGIONAL OFFICES.....489
NAT RES ST CLAIR PARKWAY COMMISSION.....490
NAT RES ST LAWRENCE PARKS COMMISSION.....490
NAT RES SURVEYS & MAPPING BRANCH A.....490
NAT RES SURVEYS & MAPPING BRANCH B.....490

NAT RES WILDLIFE BR.....491
NATIVE PEOPLES.....491
NATURAL GAS.....494
NATURAL RESOURCES.....495
NAUTICAL CHARTS.....495
NEIGHBOURHOOD IMPROVEMENT PROGRAM.....495
NEW DEMOCRATIC PARTY CAUCUS OFFICE.....495
NIAGARA ESCARPMENT.....495
NIAGARA PARKS COMMISSION.....495
NOISE.....496
NON-PROFIT CORPORATIONS.....497
NON-PROFIT HOUSING CORPORATIONS.....497
NORAFFAIRS MINISTRY OF NORTHERN AFFAIRS.....498
NORAFFAIRS NORTHERN AFFAIRS BR.....498
NORAFFAIRS ONT NORTHLAND TRANSPORTATION COMM.....498
NORONTAIR.....498
NORTH PICKERING.....499
NORTHERN AFFAIRS.....499
NORTHERN ONTARIO.....499
NORTHERN ONTARIO DEVELOPMENT CORPORATION.....501
NOTARIES PUBLIC.....501
NURSERIES.....501
NURSING.....502
NURSING HOMES.....504
NUTRITION.....504
OBESITY CONTROL.....504
OBSERVATION AND DETENTION HOMES.....504
OCCUPATIONAL THERAPY.....505
OFFENDER.....505
OFFICE OF PROVINCIAL AUDITOR.....505
OFFICE OF THE OMBUDSMAN.....505
OFFICIAL GUARDIAN.....506
OFFICIAL PLANS.....506
OIL.....507
OLD FORT HENRY.....508
OLD FORT WILLIAM.....508
OLEOMARGARINE.....508
OMBUDSMAN.....508
ON-THE-JOB-TRAINING.....509
ONT ADVISORY COUNCIL ON PHYSICALLY HANDICAPPED.....509
ONTARIO ADVISORY COUNCIL ON MULTICULTURALISM.....509
ONTARIO ADVISORY COUNCIL ON SENIOR CITIZENS.....510
ONTARIO AGRICULTURAL MUSEUM.....510
ONTARIO ARTS COUNCIL.....510
ONTARIO BOARD OF PAROLE.....510
ONTARIO CAMP LEADERSHIP CENTRE.....511
ONTARIO CANCER TREATMENT AND RESEARCH.....511
ONTARIO CAREER ACTION PROGRAM.....511
ONTARIO COUNCIL OF HEALTH.....512
ONTARIO DEVELOPMENT CORPORATION.....512
ONTARIO DRUG BENEFIT PROGRAM.....512

ONTARIO ECONOMIC COUNCIL.....512
ONTARIO EDUCATIONAL COMMUNICATIONS AUTHORITY.....512
ONTARIO ELECTION OFFICE.....513
ONTARIO ENERGY BOARD.....513
ONTARIO ENERGY CORPORATION.....513
ONTARIO FILM INSTITUTE.....514
ONTARIO FOOD COUNCIL.....514
ONTARIO GEOGRAPHIC NAMES BOARD.....514
ONTARIO GOVERNMENT BOOKSTORE.....515
ONTARIO GOVERNMENT PUBLICATIONS.....515
ONTARIO HEALTH INSURANCE PLAN.....515
ONTARIO HERITAGE FOUNDATION.....517
ONTARIO HOME RENEWAL PROGRAM.....517
ONTARIO HOUSING.....517
ONTARIO HOUSING ACTION PROGRAM.....517
ONTARIO HUMAN RIGHTS COMMISSION.....518
ONTARIO HYDRO.....518
ONTARIO HYDRO PUBLIC REFERENCE CENTRE.....518
ONTARIO LABOUR RELATIONS BOARD.....518
ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION.....519
ONTARIO LAND CORPORATION.....519
ONTARIO LAW REFORM COMMISSION.....519
ONTARIO LEGAL AID PLAN.....519
ONTARIO LOTTERY CORPORATION.....520
ONTARIO MEDAL.....520
ONTARIO MILK MARKETING BOARD.....520
ONTARIO MORTGAGE CORPORATION.....520
ONTARIO MUNICIPAL BOARD.....521
ONTARIO NORTHLAND TRANSPORTATION.....521
ONTARIO PLACE.....522
ONTARIO POLICE COLLEGE.....522
ONTARIO POLICE COMMISSION.....522
ONTARIO PUBLIC SERVICE.....522
ONTARIO QUEBEC PERMANENT COMMISSION.....523
ONTARIO RACING COMMISSION.....523
ONTARIO RESEARCH FOUNDATION.....523
ONTARIO SCIENCE CENTRE.....523
ONTARIO SPECIAL BURSARY.....524
ONTARIO SPORTS TRAINING CENTRE.....524
ONTARIO SPORTS TRAVELCADE.....524
ONTARIO STATUS OF WOMEN COUNCIL.....525
ONTARIO STOCK YARDS BOARD.....525
ONTARIO STUDENT ASSISTANCE PROGRAM.....525
ONTARIO STUDENT LEADERSHIP CENTRE.....526
ONTARIO STUDENT LOAN.....526
ONTARIO STUDENT RECORD.....527
ONTARIO TAX CREDIT.....527
ONTARIO YOUTH SECRETARIAT.....527
ONTARIO 20.....527
ONTOUR.....528
OPTOMETRISTS.....528

ORDER PAPER.....528
ORE.....529
ORGANIZED CRIME.....529
ORNITHOLOGY.....529
OSTEOPATHS.....530
OUTREACH ONTARIO.....530
OVERTIME PAY.....530
PAPERBACKS.....530
PARCOST.....531
PARK.....532
PARKLAND.....532
PARKS.....532
PARKWAY BELT SYSTEM.....534
PAROLE.....534
PARTNERSHIPS.....535
PASTEURIZATION PLANTS.....535
PATENT.....535
PATHOLOGISTS.....535
PENSIONERS.....536
PENSIONS.....536
PERIODICALS.....537
PERSONNEL.....539
PESTICIDES.....543
PETROLEUM.....544
PHARMACEUTICAL.....544
PHARMACISTS.....545
PHOTOGRAPHY.....545
PHYSICALLY HANDICAPPED.....545
PHYSICIANS.....545
PHYSIOTHERAPY.....547
PILLOWS.....547
PITS.....548
PLANETARIUM.....548
PLANNING.....548
PLANS.....548
PLANTS.....548
PLAYWRIGHTS.....548
PLOWING.....548
PLUMBING.....549
POLAR BEAR EXPRESS.....549
POLAR GAS PROJECT.....549
POLICE.....549
POLICYHOLDERS.....549
POLITICAL CONTRIBUTIONS.....550
POLLUTANTS.....550
POLLUTION.....551
POPULATION.....556
POSTNATAL.....557
POULTRY.....557
POUNDS.....557
POWER PLANTS.....558

PREGNANCY LEAVE.....558
PREGNANT MARE URINE FARMS.....558
PREJUDICE.....558
PRENATAL.....559
PREPAID HOSPITAL.....559
PRESSURE VESSELS.....559
PRINT PROCUREMENT.....560
PRIVATE ASSISTED RENTAL PROGRAM.....560
PRIVATE INVESTIGATORS.....560
PRIVATE SCHOOLS.....560
PRIVATE VOCATIONAL SCHOOLS.....561
PROBATION.....561
PROJECT CANADA.....562
PROJECT JAPAN.....562
PROJECT SCHOOL-TO-SCHOOL.....562
PROJECTIONISTS.....563
PROPANE.....563
PROPERTY TAXATION.....563
PROPRIETORSHIPS.....564
PROSECUTIONS.....565
PROSPECTORS.....565
PROSTHETIC.....566
PROTOCOL.....567
PROVINCE OF ONTARIO SAVINGS OFFICE.....567
PROVINCIAL AUDITOR.....568
PROVINCIAL LOTTERY.....568
PROVINCIAL-MUNICIPAL.....568
PROXY.....569
PSYCHIATRIC.....569
PSYCHOLOGY.....569
PUBLIC ACCOUNTS.....570
PUBLIC HEALTH.....570
PUBLIC HOLIDAYS.....572
PUBLIC HOUSING.....572
PUBLIC SERVICE APPEAL BOARDS.....572
PUBLIC SERVICE SUPERANNUATION.....573
PUBLIC TENDERS OFFICE.....573
PUBLIC TRUSTEE.....573
PUBLIC VEHICLES.....574
PUBLICATIONS CENTRE.....574
PUBLISHING.....574
PURCHASING.....575
PYRAMIDIC SCHEMES.....575
QUARRIES.....576
QUARTER CENTURY CLUB.....576
QUEBEC.....576
QUEEN'S PROCTOR.....577
RABIES.....577
RACE TRACKS.....578
RADIATION.....578
RADIO.....578

RADIOACTIVE.....579
RAFFLES.....579
RAILROAD MUSEUM.....580
RAILWAY.....580
REAL ESTATE.....581
REAL PROPERTY.....582
RECLAMATION.....583
RECORDING INDUSTRY.....584
RECORDING OFFICE.....584
RECORDS CENTRE.....584
RECORDS MANAGEMENT.....584
RECREATION.....584
RECREATION CENTRES.....588
RECREATION RESEARCH.....588
RECRUITMENT.....588
RECYCLING.....590
REFORESTATION.....590
REFRIGERATION.....590
REFUSE.....590
REGIONAL DETENTION CENTRES.....590
REGIONAL GOVERNMENT.....590
REGISTRATION.....590
REGULATIONS.....594
REHABILITATION.....594
REMOTE SENSING.....597
RENT REVIEW.....598
RENT SUPPLEMENT PROGRAM.....598
RENT-GEARED-TO-INCOME.....598
REPORT OF PROVINCIAL PARLIAMENT.....599
RESEARCH.....599
RESIDENTIAL REHABILITATION ASSISTANCE PROGRAM.....600
RESIDENTIAL TREATMENT.....600
RESORTS.....600
RESOURCE RECOVERY.....600
RESPIRATORY DISEASES.....600
RETAIL BUSINESS.....600
RETAIL SALES TAX.....601
RETARDATION.....601
RETARDED.....602
RETIREMENT.....603
RETRAINING.....603
REVENUE.....604
REVENUE ADMINISTRATIVE & FINANCIAL SERVICES BR.....604
REVENUE ASSESSMENT FIELD OPERATIONS BR.....605
REVENUE ASSESSMENT STANDARDS BR.....605
REVENUE AUDIT SERVICES BRANCH.....605
REVENUE COMMUNICATIONS GROUP.....605
REVENUE CORPORATIONS TAX BR.....605
REVENUE GASOLINE TAX BR.....606
REVENUE GUARANTEED ANNUAL INCOME SYSTEM.....606
REVENUE LEGAL SERVICES BR.....606

REVENUE MANAGEMENT SYSTEMS BR.....606
REVENUE ONTARIO TAX CREDIT SYSTEM.....606
REVENUE PERSONNEL SERVICES BR.....607
REVENUE PROV OF ONTARIO SAVINGS OFFICE.....607
REVENUE RETAIL SALES TAX BR.....607
REVENUE REVENUE RESEARCH BR.....607
REVENUE SHARING COMMITMENT.....607
REVENUE SPECIAL INVESTIGATIONS BR.....608
REVENUE SUCCESSION DUTY BR.....608
REVIEW BOARDS.....608
RIDING.....608
RIDING TRAILS.....608
RIGHTS-OF-WAY.....608
RIVER BASINS.....609
RIVERS.....609
ROAD CLOSING.....609
ROADS.....609
ROCK.....611
ROYAL BOTANICAL GARDENS.....612
ROYAL CANADIAN LEGION.....612
ROYAL COMMISSION ON ELECTRICAL POWER PLANNING.....612
ROYAL ONTARIO MUSEUM.....612
RURAL & NATIVE HOUSING PROGRAM.....613
SAFETY.....613
SAINTE MARIE AMONG THE HURONS.....616
SALARY.....616
SALES TAX.....616
SALESMEN.....617
SALMONELLOSIS.....618
SALTFLEET.....618
SAND.....618
SCHOLARSHIPS.....619
SCHOOL BOARDS.....619
SCHOOL BUS.....622
SCHOOL TWINNING.....622
SCHOOLS.....622
SCHOOLS OF ANATOMY.....625
SCREENWRITERS.....625
SCROLLS.....625
SEARCH AND RESCUE.....625
SEAT BELT.....625
SECRETARIAT FOR JUSTICE.....626
SECRETARIAT FOR RESOURCES DEVELOPMENT.....626
SECRETARIAT FOR SOCIAL DEVELOPMENT.....627
SECURITIES.....627
SECURITY AGREEMENT.....627
SECURITY DEPOSITS.....627
SECURITY GUARDS.....628
SENIOR CITIZENS.....628
SEPTIC TANKS.....632
SERVICE CENTRES.....633

SEVERANCE.....633
SEWAGE.....633
SHARED COST.....635
SHELTERED WORKSHOPS.....635
SHERIFFS.....635
SHORELINE MANAGEMENT.....635
SILVICULTURE.....636
SIMCOE.....636
SKI.....636
SLAUGHTERING PLANTS.....637
SMALL BUSINESS.....637
SMALL CLAIMS.....637
SMOKING.....638
SNAKE.....638
SNOWMOBILES.....638
SOCIAL AGENCIES.....639
SOILS.....640
SOL GEN ADMINISTRATIVE SERVICES BR.....641
SOL GEN CENTRE OF FORENSIC SCIENCES.....641
SOL GEN CHIEF CORONER'S OFFICE.....642
SOL GEN FINANCIAL SERVICES BR.....642
SOL GEN FORENSIC PATHOLOGY BR.....642
SOL GEN INTERNAL AUDITOR.....642
SOL GEN LEGAL SERVICES.....642
SOL GEN MINISTRY SECRETARIAT.....643
SOL GEN OFFICE OF THE FIRE MARSHAL.....643
SOL GEN ONT POLICE COMMISSION TECHNICAL SERVICES.....643
SOL GEN ONTARIO POLICE COMMISSION.....643
SOL GEN OPP.....644
SOL GEN OPP ANTI-RACKETS BR.....644
SOL GEN OPP AUTO THEFT BR.....644
SOL GEN OPP AUXILIARY POLICE BR.....644
SOL GEN OPP CAREER MANAGEMENT BR.....644
SOL GEN OPP CENTRAL RECORDS & COMMUNICATIONS BR.....644
SOL GEN OPP COMMUNITY SERVICES BR.....645
SOL GEN OPP CRIMINAL INVESTIGATION BR.....645
SOL GEN OPP FIELD ADMINISTRATION BR.....645
SOL GEN OPP INDIAN & MUNICIPAL POLICING SERVICES.....645
SOL GEN OPP INTELLIGENCE BR.....645
SOL GEN OPP MANPOWER ADMINISTRATION BR.....645
SOL GEN OPP PLANNING AND RESEARCH BR.....646
SOL GEN OPP PROPERTIES BR.....646
SOL GEN OPP QUARTERMASTER STORES BR.....646
SOL GEN OPP REGISTRAR OF FIREARMS.....646
SOL GEN OPP REGISTRAR OF PRIVATE INVESTIGATORS.....646
SOL GEN OPP SECURITY BR.....646
SOL GEN OPP SPECIAL INVESTIGATION BR.....646
SOL GEN OPP STAFF RELATIONS BR.....647
SOL GEN OPP TRAFFIC INVESTIGATION BR.....647
SOL GEN OPP TRAINING BR.....647
SOL GEN OPP TRANSPORT BR.....647

SOL GEN PERSONNEL SERVICES BR.....647
SOL GEN RETAIL BUSINESS HOLIDAYS ACT.....647
SOLE PROPRIETORSHIPS.....648
SOLICITOR GENERAL.....648
SOLID WASTE.....648
SPECIAL EVENTS.....648
SPECIAL OCCASION PERMITS.....648
SPECIAL PURPOSE BODIES.....648
SPEECH PATHOLOGY.....648
SPEED LIMITS.....649
SPIRITS.....649
SPORT ONTARIO.....649
SPORTS.....649
ST CLAIR PARKWAY COMMISSION.....651
ST LAWRENCE LOUNGE.....652
ST LAWRENCE PARKS COMMISSION.....652
STATIONARY ENGINEER.....652
STATISTICS.....652
STATUTE.....656
STATUTORY HOLIDAYS.....656
STEAM.....656
STORAGES.....657
STORE CLOSING.....657
STORMS.....657
STREAMS.....657
STRIKES.....658
STUDENT AWARDS.....659
STUDENT GUIDANCE.....660
STUDENTS.....660
STUFFED ARTICLES.....663
SUBDIVISIONS.....663
SUBPOENAE.....663
SUBSIDIES.....663
SUBWAYS.....663
SUCCESSION DUTIES.....664
SUMMER EMPLOYMENT.....664
SUPERANNUATION.....664
SUPREME COURT OF ONTARIO.....665
SURROGATE COURT.....666
SURVEYS.....666
SWIMMING POOLS.....668
SWINE.....668
SYNCRUDE PROJECT.....668
TAKE-OVER BIDS.....668
TAX.....668
TAX CERTIFICATES.....671
TAX CREDITS.....672
TAX EVASION.....672
TAX RESEARCH.....672
TAXATION.....672
TE & IA ACCOUNTS & OFFICE SERVICES BR.....672

TE & IA ADMINISTRATION PROGRAM.....673
TE & IA ADVISORY SERVICES BR.....673
TE & IA CENTRAL STATISTICAL SERVICES.....673
TE & IA COMMUNICATIONS GROUP.....673
TE & IA ECONOMIC ANALYSIS BR.....674
TE & IA ECONOMIC DEVELOPMENT BR.....674
TE & IA ECONOMIC POLICY BR.....674
TE & IA EXTERNAL ACTIVITIES COORDINATION.....674
TE & IA FEDERAL-PROVINCIAL.....674
TE & IA FINANCE MANAGEMENT BR.....675
TE & IA FINANCIAL INFORMATION & ACCOUNTING.....675
TE & IA INTERGOVERNMENTAL FINANCE & GRANTS.....675
TE & IA INTERNAL AUDIT SERVICES BR.....675
TE & IA LIBRARY SERVICES BR.....676
TE & IA LOCAL GOVERNMENT ORGANIZATION BR.....676
TE & IA MANAGEMENT SERVICES BR.....676
TE & IA MINISTRY OFFICE.....676
TE & IA MUNICIPAL FINANCE BR.....676
TE & IA OFFICE OF LEGAL SERVICES.....677
TE & IA ONTARIO ECONOMIC COUNCIL.....677
TE & IA ONTARIO LAND CORPORATION.....677
TE & IA ONTARIO QUEBEC PERMANENT COMMISSION.....677
TE & IA PARKWAY BELT GROUP.....677
TE & IA PERSONNEL ADMINISTRATION BR.....678
TE & IA PROJECT-TOWNSITE DEVELOPMENT GROUP.....678
TE & IA PROVINCIAL MUNICIPAL AFFAIRS.....678
TE & IA REGIONAL OFFICES.....678
TE & IA SECURITIES BR.....679
TE & IA SUBSIDIES BR.....679
TE & IA TAXATION AND FISCAL POLICY BR.....679
TEACHERS.....679
TELECOMMUNICATIONS.....683
TELEPHONE.....684
TELEVISION.....684
TEMPORARY ABSENCE.....685
TENANT.....685
TENDERS.....687
TESTATE.....687
TEXTBOOKS.....687
THEATRE.....688
THEATRES.....688
THERAPY.....689
TILE DRAINAGE.....689
TILL.....689
TIMBER.....689
TITLES.....690
TOBACCO.....691
TODAY'S CHILD.....692
TOMATO SEEDLINGS.....692
TOPICAL.....692
TORONTO AREA TRANSIT OPERATING AUTHORITY.....693

TORONTO-CENTRED REGION.....693
TOURISM.....693
TOURISM RESEARCH.....695
TOURS.....695
TOWNS.....697
TOWNSEND COMMUNITY DEVELOPMENT.....698
TOWNSHIPS.....698
TOYS.....698
TR & COMM COMMUNICATIONS OPERATIONS BR.....698
TR & COMM COMMUNICATIONS POLICY BR.....698
TR & COMM COORD INTERGOVERNMENTAL RELATIONS.....698
TR & COMM DESIGN & CONSTRUCTION BR.....698
TR & COMM DRIVER CONTROL OFFICE.....699
TR & COMM DRIVER LICENSING OFFICE.....699
TR & COMM DRIVERS & VEHICLES REGIONAL OPERATIONS.....699
TR & COMM ECONOMIC POLICY OFFICE.....699
TR & COMM ENGINEERING & MANAGEMENT SYSTEMS.....699
TR & COMM ENGINEERING CLAIMS OFFICE.....700
TR & COMM ENGINEERING MATERIALS OFFICE.....700
TR & COMM ENGINEERING RESEARCH & DEVELOPMENT BR.....700
TR & COMM ESTIMATING OFFICE.....700
TR & COMM EXTERNAL RELATIONS DIVISION.....700
TR & COMM FINANCIAL BR.....701
TR & COMM FINANCIAL MANAGEMENT SERVICES.....701
TR & COMM HIGHWAY CARRIER LICENSING OFFICE.....701
TR & COMM INTERNAL AUDIT BR.....701
TR & COMM MAINTENANCE BR.....701
TR & COMM MAINTENANCE BR TRAFFIC ENGINEERING.....702
TR & COMM MANAGEMENT IMPROVEMENT BR.....702
TR & COMM MANAGEMENT INFORMATION & TESTING.....702
TR & COMM MUNICIPAL-PROVINCIAL TRANSPORTATION BR.....702
TR & COMM ONT HIGHWAY TRANSPORT BOARD.....703
TR & COMM ONT TELEPHONE SERVICE COMMISSION.....703
TR & COMM OPERATIONS REGIONAL OPERATIONS.....703
TR & COMM PERSONNEL BR.....703
TR & COMM PRIORITY DEVELOPMENT BR.....703
TR & COMM PROGRAM DEVELOPMENT BR.....703
TR & COMM PROPERTY BR.....704
TR & COMM PUBLIC & SAFETY INFORMATION BR.....704
TR & COMM STRATEGIC POLICY SECRETARIAT.....704
TR & COMM STRUCTURAL OFFICE.....704
TR & COMM SUPPLY AND SERVICES BR.....704
TR & COMM SURVEYS AND PLANS OFFICE.....705
TR & COMM SYSTEMS RESEARCH ACOUSTICS.....705
TR & COMM SYSTEMS RESEARCH AUTOMOTIVE.....705
TR & COMM SYSTEMS RESEARCH COMMERCIAL VEHICLES.....705
TR & COMM SYSTEMS RESEARCH HIGHWAY WAYSIDE.....706
TR & COMM SYSTEMS RESEARCH HUMAN SOCIAL ECONOMIC.....706
TR & COMM SYSTEMS RESEARCH TRANSIT SYSTEMS.....706
TR & COMM SYSTEMS RESEARCH TRANSPORTATION SYSTEMS.....706
TR & COMM URBAN & REGIONAL PLANNING OFFICE.....707

TR & COMM VEHICLE LICENSING OFFICE.....707
TRADE.....707
TRADE CERTIFICATION.....708
TRADE SCHOOLS.....708
TRADE UNIONS.....709
TRAFFIC.....709
TRAILERS.....711
TRAILS.....711
TRAINING.....712
TRAINING SCHOOLS.....712
TRANSCRIPTS.....713
TRANSIT.....714
TRANSLATION.....715
TRANSPLANTS.....715
TRANSPORTATION.....715
TRANSPORTATION & COMMUNICATIONS.....717
TRANSPORTATION RESEARCH.....717
TRAPPING.....717
TRAVEL.....717
TRAVEL INFORMATION.....719
TREASURY ECONOMICS & INTERGOVT AFFAIRS.....720
TREES.....720
TRUCK.....720
TRUST COMPANIES.....720
TRUSTEE.....721
TUBERCULOSIS.....721
TURTLE.....721
TVONTARIO.....722
UNBORN.....722
UNCONDITIONAL GRANTS.....722
UNEMPLOYMENT.....723
UNIONS.....723
UNITED WAY.....723
UNIVERSITIES.....723
UNORGANIZED TERRITORIES.....724
UNWED MOTHERS.....726
UPHOLSTERED AND STUFFED ARTICLES.....726
UPPER CANADA VILLAGE.....727
URANIUM.....727
URBAN RENEWAL.....727
URN GARDENS.....727
USED CAR.....727
VACATION PAY.....727
VACCINE.....728
VEGETABLES.....728
VEGETATION DAMAGE.....728
VEHICLE THEFT.....729
VEHICLES.....729
VENDORS PERMITS.....733
VENEREAL DISEASE.....733
VETERANS.....734

VETERINARY....734
VICTIMS....736
VILLAGES....736
VISUAL ARTS....736
VOCATIONAL REHABILITATION....736
VOCATIONAL SCHOOLS....736
VOCATIONAL TRAINING....736
VOLUNTEER....736
VOTES AND PROCEEDINGS....737
WAGES....737
WASAGA PARK....738
WASTE....738
WASTE DISPOSAL SITES....741
WATER....742
WATER ACCESS....746
WATER LOTS....746
WATERFOWL....746
WATERSHEDS....747
WEAPONS....747
WEED....747
WELCOME HOUSE....747
WELDERS....747
WELFARE....748
WELLS....749
WILDLIFE....750
WILLS....751
WINE....752
WINTARIO....752
WOLFORD CHAPEL....753
WOMEN....753
WORKING CONDITIONS....755
WORKMEN'S COMPENSATION BOARD....755
WRESTLING....756
WRITERS....756
X-RAY....756
YOUNG FARMERS....756
YOUTH....756
ZONING....758
ZOONOSES....759

APPENDIX B

ACRONYM	TITLE	SEE KEY WORD
ACRO	Association of Counties and Regions of Ontario	TE & IA PROVINCIAL-MUNICIPAL AFFAIRS SECRETARIAT
AG & FOOD	Ministry of Agriculture & Food	AG & FOOD & BRANCH NAME
AG REPS	Agricultural Representatives	AG REPS
AHOP-HOME	Assisted Home Ownership Program – Home Ownership Made Easy	AHOP-HOME
AMO	Association of Municipalities of Ontario	TE & IA PROVINCIAL-MUNICIPAL AFFAIRS SECRETARIAT
ARDA	Agricultural Rehabilitation & Development Act	ARDA
ARF	Addiction Research Foundation	ADDICTION RESEARCH FOUNDATION
ATT GEN	Ministry of the Attorney General	ATT GEN & BRANCH NAME
CAAT	Colleges of Applied Arts and Technology	COLLEGES
CADRE	Computer Assisted Dispatch & Records Entry	SOL GEN ONT POLICE COMMISSION TECHNICAL SERVICES
CAIS	Creative Artists in Schools	ONTARIO ARTS COUNCIL
CAS	Children's Aid Societies	CHILDREN'S AID SOCIETIES
CCR	Ministry of Consumer & Commercial Relations	CCR & BRANCH NAME
CISO	Criminal Intelligence Service, Ontario	CRIMINAL INTELLIGENCE
CIV SERV	Civil Service Commission	CIV SERV & BRANCH NAME
COLL UNIV	Ministry of Colleges and Universities	COLL UNIV & BRANCH NAME
COMM SOC	Ministry of Community & Social Services	COMM SOC & BRANCH NAME
CORR SERV	Ministry of Correctional Services	CORR SERV & BRANCH NAME
CPIC	Canadian Police Information Centre	ONTARIO POLICE COMMISSION
CRSP	County Restructuring Studies Program	TE & IA LOCAL GOVERNMENT ORGANIZATION BRANCH
CRTC	Canadian Radio-Television & Telecommunications Commission	TR & COMM ONTARIO TELEPHONE SERVICE COMMISSION
CSL	Canada Student Loan	CANADA STUDENT LOAN

ACRONYM	TITLE	SEE KEY WORD
CULT & REC	Ministry of Culture & Recreation	CULT & REC & BRANCH NAME
CUPE	Canadian Union of Public Employees	CIV SERV PUBLIC SERVICE APPEAL BOARDS
DVA	Department of Veterans Affairs	VETERANS
EDUC	Ministry of Education	EDUCATION & BRANCH NAME
EGP	Employees' Group Insurance Plan	GOVT SERV EMPLOYEE BENEFITS BRANCH
EHC	Extended Health Care	EXTENDED HEALTH CARE
ENERGY	Ministry of Energy	ENERGY & BRANCH NAME
ENV	Ministry of the Environment	ENVIRONMENT & BRANCH NAME
EODC	Eastern Ontario Development Corporation	EASTERN ONTARIO DEVELOPMENT CORPORATION
ESL	English as a Second Language	ENGLISH
FBA	Family Benefits Act	HEALTH ONTARIO DRUG BENEFIT PROGRAM
FCM	Federation of Canadian Municipalities	TE & IA PROVINCIAL-MUNICIPAL AFFAIRS SECRETARIAT
FIRA	Foreign Investment Review Agency	IND & TOUR STRATEGIC PLANNING BRANCH
FRI	Forest Resources Inventory	NAT RES SURVEYS & MAPPING BR A
GAINS-A	Guaranteed Annual Income System, Senior Citizens	REVENUE GUARANTEED ANNUAL INCOME SYSTEM
GAINS-D	Guaranteed Annual Income System, Disabled	COMM SOC PROVINCIAL BENEFITS BRANCH
GOVT SERV	Ministry of Government Services	GOVT SERV & BRANCH NAME
GWA	General Welfare Act	HEALTH ONTARIO DRUG BENEFIT PROGRAM
HEALTH	Ministry of Health	HEALTH & BRANCH NAME
HOME	Home Ownership Made Easy	AHOP-HOME
HOUSING	Ministry of Housing	HOUSING & BRANCH NAME
HRC	Hospital & Rehabilitation Centre	WORKMEN'S COMPENSATION BOARD
HUDAC	Housing and Urban Development Association of Canada	HUDAC NEW HOME WARRANTY PROGRAM
IJC	International Joint Commission	INTERNATIONAL JOINT COMMISSION

ACRONYM	TITLE	SEE KEY WORD
IND & TOUR	Ministry of Industry & Tourism	IND & TOUR & BRANCH NAME
IRMA	Infra Red Milk Analyzer	MILK
LABOUR	Ministry of Labour	LABOUR & BRANCH NAME
LARAA	Legislative Assembly Retirement Allowances Act	LEGISLATIVE ASSEMBLY RETIREMENT
LCBO	Liquor Control Board of Ontario	LIQUOR CONTROL BOARD
LGMP	Local Government Management Program	TE & IA ADVISORY SERVICES BRANCH
LLBO	Liquor Licence Board of Ontario	LIQUOR LICENCE BOARD
LSA	Long-Term Study on Aging	COMM SOC SENIOR CITIZENS BR
LTIP	Long Term Income Protection	LONG TERM INCOME PROTECTION
MHPS	Municipal Housing Policy Statement	HOUSING LAND MARKETING SURVEYS BR MARKETING
MHS	Municipal Housing Studies	HOUSING LAND MARKETING SURVEYS BR MARKETING
MLC	Municipal Liaison Committee	MUNICIPAL LIAISON COMMITTEE
MOD	Manufacturing Opportunity Days	IND & TOUR INDUSTRY BR PRODUCT-MANUFACTURING DEV
MVAC	Motor Vehicle Accident Claims Fund	MOTOR VEHICLE ACCIDENT CLAIMS
NAT RES	Ministry of Natural Resources	NAT RES & BRANCH NAME
NDS	Need and Demand Survey	HOUSING LAND MARKETING SURVEYS BR MARKETING
NIP	Neighbourhood Improvement Program	NEIGHBOURHOOD IMPROVEMENT PROGRAM
NODC	Northern Ontario Development Corporation	NORTHERN ONTARIO DEVELOPMENT CORPORATION
NOPHS	Northern Ontario Public Health Services	NORTHERN ONTARIO
NORAFFAIRS	Ministry of Northern Affairs	NORAFFAIRS & BRANCH NAME
OAS	Old Age Security	HEALTH ONTARIO DRUG BENEFIT PROGRAM
OASIS	Ontario Ambulance Services Information System	AMBULANCE

ACRONYM	TITLE	SEE KEY WORD
OCAP	Ontario Career Action Program	ONTARIO CAREER ACTION PROGRAM
OCUA	Ontario Council on University Affairs	ONTARIO COUNCIL ON UNIVERSITY AFFAIRS
ODC	Ontario Development Corporation	ONTARIO DEVELOPMENT CORPORATION
OEC	Ontario Economic Council	ONTARIO ECONOMIC COUNCIL
OECA	Ontario Educational Communications Authority	ONTARIO EDUCATIONAL COMMUNICATIONS AUTHORITY
OECAC	Ontario Education Capital Aid Corporation	TE & IA MUNICIPAL FINANCE BRANCH
OFI	Ontario Film Institute	ONTARIO FILM INSTITUTE
OHAP	Ontario Housing Action Program	ONTARIO HOUSING ACTION PROGRAM
OHC	Ontario Housing Corporation	ONTARIO HOUSING
OHIP	Ontario Health Insurance Plan	ONTARIO HEALTH INSURANCE PLAN
OHRP	Ontario Home Renewal Program	ONTARIO HOME RENEWAL PROGRAM
OLC	Ontario Land Corporation	ONTARIO LAND CORPORATION
OMB	Ontario Municipal Board	ONTARIO MUNICIPAL BOARD
OMC	Ontario Mortgage Corporation	ONTARIO MORTGAGE CORPORATION
OMCC	Ontario Manpower Coordinating Committee	LABOUR ONTARIO MANPOWER COMMITTEE SECRETARIAT
OMIC	Ontario Municipal Improvement Corporation	TE & IA MUNICIPAL FINANCE BRANCH
ONTC	Ontario Northland Transportation Commission	ONTARIO NORTHLAND TRANSPORTATION
OPAIT	Ontario Program for the Advancement of Industrial Technology	IND & TOUR CONSULTATIVE SERVICES BR GRANTS
OPP	Ontario Provincial Police	POLICE
OPPA	Ontario Provincial Police Association	POLICE
OPS	Ontario Public Service	ONTARIO PUBLIC SERVICE
OPSEU	Ontario Public Service Employees Union	ONTARIO PUBLIC SERVICE
OQPC	Ontario Quebec Permanent Commission	ONTARIO QUEBEC PERMANENT COMMISSION

ACRONYM	TITLE	SEE KEY WORD
ORC	Ontario Racing Commission	ONTARIO RACING COMMISSION
ORCOL	Ontario Research Council on Leisure	CULT & REC SPECIAL SERVICES BRANCH
OSAP	Ontario Student Assistance Program	ONTARIO STUDENT ASSISTANCE PROGRAM
OSB	Ontario Special Bursary	ONTARIO SPECIAL BURSARY
OSC	Ontario Securities Commission	ONTARIO SECURITIES COMMISSION
OSDIC	Ontario Shares & Deposit Insurance Corporation	CCR FINANCIAL INSTITUTIONS DIV
OSL	Ontario Student Loan	ONTARIO STUDENT LOAN
OSLC	Ontario Student Leadership Centre	ONTARIO STUDENT LEADERSHIP CENTRE
OSR	Ontario Student Record	ONTARIO STUDENT RECORD
OSTC	Ontario Sports Training Centre	ONTARIO SPORTS TRAINING CENTRE
OTAP	Ontario Travel Association Program	IND & TOUR TOURISM MARKETING BR
OUCAC	Ontario Universities Capital Aid Corporation	TE & IA MUNICIPAL FINANCE BRANCH
PCV	Public Commercial Vehicles	TR & COMM HIGHWAY CARRIER LICENSING OFFICE
PDDP	Product Design & Development Program	IND & TOUR CONSULTATIVE SERVICES BR GRANTS
PEP	Program to Enhance Productivity	IND & TOUR CONSULTATIVE SERVICES BR GRANTS
PEPPI	Program to Encourage Product & Process Innovation	IND & TOUR CONSULTATIVE SERVICES BR GRANTS
PMU	Pregnant Mare Urine Farms	PREGNANT MARE URINE FARMS
PPSR	Personal Property Security Registration	CCR PERSONAL PROPERTY REGISTRATION
PSSA	Public Service Superannuation Act	PUBLIC SERVICE SUPERANNUATION
PSSF	Public Service Superannuation Fund	PUBLIC SERVICE SUPERANNUATION FUND
PV	Public Vehicles	TR & COMM HIGHWAY CARRIER LICENSING OFFICE
RBG	Royal Botanical Gardens	ROYAL BOTANICAL GARDENS

ACRONYM	TITLE	SEE KEY WORD
REVENUE	Ministry of Revenue	REVENUE & BRANCH NAME
RNA	Regional Nursing Assistant	NURSING
ROM	Royal Ontario Museum	ROYAL ONTARIO MUSEUM
ROMA	Rural Ontario Municipal Associations	TE & IA PROVINCIAL-MUNICIPAL AFFAIRS SECRETARIAT
RRAP	Residential Rehabilitation Assistance Program	RESIDENTIAL REHABILITATION ASSISTANCE PROGRAM
SABA	Superannuation Adjustment Benefits Act	SUPERANNUATION
SGIS	Student Guidance Information Service	EDUC STUDENT ACTIVITIES & SPECIAL PROJECTS BR
SOL GEN	Ministry of the Solicitor General	SOL GEN & BRANCH NAME
TATOA	Toronto Area Transit Operating Authority	TORONTO AREA TRANSIT OPERATING AUTHORITY
TE & IA	Ministry of Treasury, Economics & Intergovernmental Affairs	TE & IA & BRANCH NAME
TORPS	Interministerial Tourism & Outdoor Recreation Planning Study	IND & TOUR ECONOMIC ANALYSIS & RESEARCH BR
TR & COMM	Ministry of Transportation & Communications	TR & COMM & BRANCH NAME
VIPS	Video & Audio Tapes	ONTARIO EDUCATIONAL COMMUNICATIONS AUTHORITY
WCB	Workmen's Compensation Board	WORKMEN'S COMPENSATION BOARD

APPENDIX C
MINISTERIAL RESPONSIBILITY FOR ACTS

CHAIRMAN OF THE MANAGEMENT BOARD OF CABINET

Crown Employees Collective Bargaining Act, 1972
Management Board of Cabinet Act, 1971
Public Service Act
Superannuation Adjustment Benefits Act, 1975

MINISTRY OF AGRICULTURE AND FOOD

Abandoned Orchards Act
Agricultural Associations Act
Agricultural Committees Act
Agricultural Rehabilitation and Development Act (Ontario)
Agricultural Representatives Act
Agricultural Research Institute of Ontario Act
Agricultural Societies Act
Agricultural Tile Drainage Installation Act, 1972
Animals for Research Act
Artificial Insemination of Live Stock Act
Beef Cattle Marketing Act
Bees Act
Brucellosis Act
Commodity Board Members Act, 1976
Co-operative Loans Act
Crop Insurance Act (Ontario)
Dead Animal Disposal Act
Dog Licensing and Live Stock and Poultry Protection Act
Drainage Act, 1975
Edible Oil Products Act
Farm Income Stabilization Act, 1976
Farm Products Containers Act
Farm Products Grades and Sales Act
Farm Products Marketing Act
Farm Products Payments Act
Fruits and Vegetables Produce-for-Processing Act, 1974
Fur Farms Act, 1971
Grain Elevator Storage Act
Horticultural Societies Act
Hunter Damage Compensation Act
Junior Farmer Establishment Act
Live Stock and Live Stock Products Act
Live Stock Branding Act
Live Stock Community Sales Act
Live Stock Medicines Act, 1973
Meat Inspection Act (Ontario)
Milk Act
Ministry of Agriculture and Food Act
Oleomargarine Act
Ontario Agricultural Museum Act, 1975
Ontario Food Terminal Act
Ontario Producers, Processors, Distributors and Consumers Food Council Act
Plant Diseases Act
Pounds Act
Pregnant Mare Urine Farms Act
Protection of Cattle Act (R.S.O. 1950, c. 294)
Provincial Auctioneers Act
Riding Horse Establishments Act, 1972
Seed Potatoes Act
Stock Yards Act
Tile Drainage Act, 1971
Veterinarians Act
Warble Fly Control Act
Weed Control Act
Wool Marketing Act, 1974

MINISTRY OF THE ATTORNEY GENERAL

Absconding Debtors Act
Absentees Act
Accidental Fires Act
Accumulations Act
Administration of Courts Project Act, 1975 (Self Repealing on July 31, 1977)
Administration of Justice Act
Age of Majority and Accountability Act, 1971

Ministry of the Attorney General (cont.)

Aliens' Real Property Act
Anti-Inflation Agreement Act, 1976
Arbitrations Act
Architects Act
Assessment Review Court Act, 1972
Assignments and Preferences Act
Bail Act
Barristers Act
Blind Persons' Rights Act, 1976
Bulk Sales Act
Business Records Protection Act
Change of Name Act
Charitable Gifts Act
Charities Accounting Act
Children's Maintenance Act
Commissioners for taking Affidavits Act
Compensation for Victims of Crime Act, 1971
Constitutional Questions Act
Conveyancing and Law of Property Act
Costs of Distress Act
County Court Judges' Criminal Courts Act
County Courts Act
County Judges Act
Creditors' Relief Act
Crown Administration of Estates Act
Crown Agency Act
Crown Attorneys Act
Crown Witnesses Act
Dependants' Relief Act
Deserted Wives' and Children's Maintenance Act
Devolution of Estates Act
Disorderly Houses Act
Dominion Courts Act
Dower Act
Escheats Act
Estreats Act
Evidence Act
Execution Act
Expropriations Act
Extra-Judicial Services Act
Factors Act
Family Law Reform Act, 1975
Fatal Accidents Act
Fines and Forfeitures Act
Fraudulent Conveyances Act
Fraudulent Debtors Arrest Act
Frustrated Contracts Act
Gaming Act
General Sessions Act
Habeas Corpus Act
Hospitals and Charitable Institutions Inquiries Act
Hotel Registration of Guests Act
Infants Act
Innkeepers Act
Interpretation Act
Judges' Orders Enforcement Act
Judicature Act
Judicial Review Procedure Act, 1971
Juries Act, 1974
Justices of the Peace Act
Landlord and Tenant Act
Law Society Act
Legal Aid Act
Legitimacy Act
Libel and Slander Act
Limitations Act
Lord's Day (Ontario) Act
Married Women's Property Act
Master and Servant Act
Matrimonial Causes Act
Mechanics' Lien Act
Mental Incompetency Act
Mercantile Law Amendment Act
Ministry of the Attorney General Act
Minors' Protection Act
Mortgages Act
Municipal Conflict of Interest Act, 1972
Negligence Act
Notaries Act
Ontario Law Reform Commission Act
Ontario Municipal Board Act
Parents' Maintenance Act
Partition Act
Partnerships Act
Pawnbrokers Act
Perpetuities Act
Petty Trespass Act
Powers of Attorney Act
Proceedings Against the Crown Act
Professional Engineers Act
Property and Civil Rights Act

Ministry of the Attorney General (cont.)

Provincial Courts Act
Public Accountancy Act
Public Authorities Protection Act
Public Halls Act
Public Inquiries Act, 1971
Public Institutions Inspection Act,1974
Public Officers Act
Public Officers' Fees Act
Public Trustee Act
Quieting Titles Act
Reciprocal Enforcement of Judgments Act
Reciprocal Enforcement of Maintenance Orders Act
Regulations Act
Religious Institutions Act
Replevin Act
Sale of Goods Act
Seduction Act
Settled Estates Act
Sheriffs Act
Short Forms of Conveyances Act
Short Forms of Leases Act
Short Forms of Mortgages Act
Small Claims Courts Act
Solicitors Act
Statute of Frauds
Statutes Act
Statutory Powers Procedure Act, 1971
Summary Convictions Act
Surrogate Courts Act
Survivorship Act
Ticket Speculation Act
Time Act
Trustee Act
Unconscionable Transactions Relief Act
Unified Family Court Act, 1976
Variation of Trusts Act
Vendors and Purchasers Act
Vexatious Proceedings Act
Vicious Dogs Act
Wages Act
Warehousemen's Lien Act
Warehouse Receipts Act
Wills Act

MINISTRY OF COLLEGES AND UNIVERSITIES

Apprenticeship and Tradesmen's Qualification Act
Brock University Act, 1964
Carleton University Act, 1952
Colleges Collective Bargaining Act, 1975
Lakehead University Act, 1965
Laurentian University of Sudbury Act, 1960
McMaster University Act, 1957
Ministry of Colleges and Universities Act, 1971
Ontario College of Art Act, 1968-69
Osgoode Hall Law School Scholarships Act, 1968-69
Private Vocational Schools Act, 1974
Ryerson Polytechnical Institute Act, 1962-63
Sunnybrook Hospital Act, 1966
Trent University Act, 1962-63
University Expropriation Powers Act
University of Guelph Act, 1964
University of Ottawa Act, 1965
University of Toronto Act, 1971
University of Waterloo Act, 1972
University of Western Ontario Act,1967
University of Windsor Act, 1962-63
Wilfrid Laurier University Act, 1973
York University Act, 1965

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

Blind Persons' Allowances Act (R.S.O. 1960, c. 35)
Charitable Institutions Act
Child Welfare Act
Child Welfare Municipal Payments Continuance Act, 1976
Children's Boarding Homes Act
Children's Institutions Act
Day Nurseries Act
Development Services Act, 1974
Disabled Persons' Allowances Act (R.S.O. 1960, c. 107)
District Welfare Administration Boards Act
Elderly Persons Centres Act
Family Benefits Act
General Welfare Assistance Act
Homemakers and Nurses Services Act

Ministry of Community and Social Services (cont.)

Homes for Retarded Persons Act
Homes for the Aged and Rest Homes Act
Indian Welfare Services Act
Ministry of Community and Social Services Act
Soldiers' Aid Commission Act (R.S.O. 1960, c. 377)
Vocational Rehabilitation Services Act
Welfare Units Act

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

Apportionment Act
Bailiffs Act
Bills of Sale Act
Boilers and Pressure Vessels Act
Boundaries Act
Bread Sales Act
Building Code Act, 1974
Business Corporations Act
Business Practices Act, 1974
Cemeteries Act
Certification of Titles Act
Collection Agencies Act
Condominium Act
Construction Hoists Act
Consumer Protection Act
Consumer Protection Bureau Act
Consumer Reporting Act, 1973
Co-operative Corporations Act, 1973
Corporation Securities Registration Act
Corporations Act
Corporations Information Act, 1971
Credit Unions Act and Caisses Populaires Act, 1976
Debt Collectors Act
Deposits Regulation Act
Egress from Public Buildings Act
Elevators and Lifts Act
Energy Act, 1971
Gasoline Handling Act
Guarantee Companies Securities Act
Insurance Act
Investment Contracts Act
Land Titles Act
Limited Partnerships Act
Liquor Control Act, 1975
Liquor Licence Act, 1975
Loan and Trust Corporations Act
Marine Insurance Act
Marriage Act
Ministry of Consumer and Commercial Relations Act
Mortgage Brokers Act
Mortmain and Charitable Uses Act
Motor Vehicle Accident Claims Act
Motor Vehicle Dealers Act
Ontario Credit Union League Limited Act, 1972
Ontario Deposit Insurance Corporation Act
Ontario New Home Warranties Plan Act, 1976
Ontario Water Resources Act (Part)
Operating Engineers Act
Paperback and Periodical Distributors Act, 1971
Partnerships Registration Act
Pension Benefits Act
Personal Property Security Act
Petroleum Products Price Freeze Act, 1975
Prearranged Funeral Services Act
Prepaid Hospital and Medical Services Act
Pyramidic Sales Act, 1972
Racing Commission Act
Real Estate and Business Brokers Act
Registry Act
Residential Premises Rent Review Act, 1975 (2nd session)
Securities Act
Theatres Act
Toronto Stock Exchange Act
Travel Industry Act, 1974
Unclaimed Articles Act
Upholstered and Stuffed Articles Act
Vital Statistics Act
Wine Content Act, 1976

MINISTRY OF CORRECTIONAL SERVICES

Ministry of Correctional Services Act
Probation Act
Training Schools Act

MINISTRY OF CULTURE AND RECREATION

Archives Act
Art Gallery of Ontario Act
Arts Council Act
Athletics Control Act
Centennial Centre of Science and Technology Act
Community Recreation Centres Act, 1974
Historical Parks Act, 1972
McMichael Canadian Collection Act, 1972
Ministry of Culture and Recreation Act, 1974
Ontario Educational Communications Authority Act
Ontario Heritage Act, 1974
Ontario Lottery Corporation Act, 1974
Public Libraries Act
Royal Botanical Gardens Act, 1941
Royal Ontario Museum Act
Simcoe (John Graves) Memorial Foundation Act, 1965

MINISTRY OF EDUCATION

Central Algoma Board of Education and Teachers' Dispute Act, 1976
Education Act, 1974
Kirkland Lake Board of Education and Teachers' Dispute Act, 1976
Lake Superior Board of Education Act, 1976
Metropolitan Boards of Education and Teachers Disputes Act, 1976
Ontario Institute for Studies in Education Act
Ontario School Trustees' Council Act
Provincial Schools Negotiations Act, 1975
Sault Ste. Marie Board of Education and Teachers' Dispute Act, 1976
School Boards and Teachers Collective Negotiations Act, 1975
School Trust Conveyances Act
Teachers' Superannuation Act
Teaching Profession Act
Windsor Board of Education and Teachers Dispute Act, 1976
York County Board of Education Teachers Dispute Act, 1974

MINISTRY OF ENERGY

Ministry of Energy Act, 1973
Ontario Energy Board Act
Ontario Energy Corporation Act, 1974
Power Corporation Act
Power Corporation Insurance Act
Rural Hydro-Electric Distribution Act
Rural Power District Loans Act

MINISTRY OF THE ENVIRONMENT

Environmental Assessment Act, 1975
Environmental Protection Act, 1971
Ministry of the Environment Act
Ontario Water Resources Act (Part)
Pesticides Act, 1973
Pollution Abatement Incentive Act

MINISTRY OF GOVERNMENT SERVICES

Flag Act
Floral Emblem Act
Ministry of Government Services Act, 1973
Official Notices Publication Act
Public Service Superannuation Act

MINISTRY OF HEALTH

Alcoholism and Drug Addiction Research Foundation Act
Ambulance Act
Cancer Act
Cancer Remedies Act
Children's Mental Health Centres Act
Children's Mental Hospitals Act
Chiropody Act
Community Psychiatric Hospitals Act
Dental Technicians Act
Denture Therapists Act, 1974
Drugless Practitioners Act
Fluoridation Act
Funeral Services Act, 1976
Health Disciplines Act, 1974
Health Insurance Act, 1972
Homes for Special Care Act
Human Tissue Gift Act, 1971
Hypnosis Act

Ministry of Health (cont.)

Mental Health Act
Mental Hospitals Act
Ministry of Health Act, 1972
Municipal Health Services Act
Nursing Homes Act, 1972
Ontario Mental Health Foundation Act
Opthalmic Dispensers Act
Private Hospitals Act
Private Sanitaria Act
Psychologists Registration Act
Public Health Act
Public Hospitals Act
Radiological Technicians Act
Sanatoria for Consumptives Act
Venereal Diseases Prevention Act
War Veterans Burial Act

MINISTRY OF HOUSING

Elderly Persons Housing Aid Act
Housing Development Act
Ministry of Housing Act, 1973
North Pickering Development Corporation Act, 1974
Ontario Housing Corporation Act
Planning Act
Rural Housing Assistance Act

MINISTRY OF INDUSTRY AND TOURISM

Development Corporations Act, 1973
Ministry of Industry and Tourism Act, 1972
Ontario Place Corporation Act, 1972
Research Foundation Act, 1944
Sheridan Park Corporation Act
Tourism Act

MINISTRY OF LABOUR

Blind Workmen's Compensation Act
Construction Safety Act, 1973
Employees' Health and Safety Act, 1976
Employment Agencies Act
Employment Standards Act, 1974
Government Contracts Hours and Wages Act
Hospital Labour Disputes Arbitration Act
Industrial Safety Act, 1971
Industrial Standards Act
Labour Relations Act
Mining Act
Ministry of Labour Act
One Day's Rest in Seven Act
Ontario Human Rights Code
Ontario Labour-Management Arbitration Commission Act
Rights of Labour Act
Silicosis Act
Workmen's Compensation Act
Workmen's Compensation Insurance Act

MINISTRY OF NATURAL RESOURCES

Algonquin Forestry Authority Act, 1974
Algonquin Provincial Park Extension Act, 1960-61
Beach Protection Act
Beds of Navigable Waters Act
Conservation Authorities Act
Crown Timber Act
Endangered Species Act, 1971
Fish Inspection Act
Fisheries Loans Act
Forest Fires Prevention Act
Forest Tree Pest Control Act
Forestry Act
Freshwater Fish Marketing Act (Ontario)
Game and Fish Act
Gas and Oil Leases Act
Industrial and Mining Lands Compensation Act
Lakes and Rivers Improvement Act
Mineral Emblem Act, 1975
Mining Act (Part IX, except Sect. 616)
Mining Tax Act, 1972
Ministry of Natural Resources Act, 1972
National Radio Observatory Act, 1962-63
Niagara Parks Act
North Georgian Bay Recreational Reserve Act, 1962-63

Ministry of Natural Resources (cont.)

Ontario Geographic Names Board Act
Ontario Harbours Agreement Act, 1962-63
Parks Assistance Act
Petroleum Resources Act, 1971
Pits and Quarries Control Act, 1971
Provincial Parks Act
Public Lands Act
St. Clair Parkway Commission Act, 1966
St. Lawrence Parks Commission Act
Settlers' Pulpwood Protection Act
Spruce Pulpwood Exportation Act
Surveyors Act
Surveys Act
Trees Act
Wild Rice Harvesting Act
Wilderness Areas Act
Woodlands Improvement Act
Woodmen's Employment Act
Woodmen's Lien for Wages Act

MINISTRY OF REVENUE

Agricultural Development Finance Act
Assessment Act
Corporations Tax Act, 1972
Gasoline Tax Act, 1973
Gift Tax Act, 1972
Income Tax Act
Land Speculation Tax Act, 1974
Land Transfer Tax Act, 1974
Ministry of Revenue Act
Motor Vehicle Fuel Tax Act
Ontario Guaranteed Annual Income Act, 1974
Ontario Home Buyers Grant Act, 1975
Provincial Land Tax Act
Race Tracks Tax Act
Railway Fire Charge Act
Retail Sales Tax Act
Succession Duty Act
Tobacco Tax Act

MINISTRY OF THE SOLICITOR GENERAL

Anatomy Act
Coroners Act, 1972
Egress from Public Buildings Act
Fire Accidents Act
Fire Departments Act
Fire Fighters' Exemption Act
Fire Marshals Act
Hotel Fire Safety Act, 1971
Lightning Rods Act
Ministry of the Solicitor General Act, 1972
Ontario Society for the Prevention of Cruelty to Animals Act, 1955
Police Act
Private Investigators and Security Guards Act
Public Works Protection Act
Retail Business Holidays Act, 1975 (2nd session)

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

Airports Act
Bridges Act
Commuter Services Act
Ferries Act
Highway Traffic Act
Local Roads Boards Act
Ministry of Transportation and Communications Act, 1971
Ministry of Transportation and Communications Creditors Payment Act, 1975
Motorized Snow Vehicles Act, 1974
Municipal Electric Railways Act (R.S.O. 1950, c. 248)
Ontario Highway Transport Board Act
Ontario Northland Transportation Commission Act
Ontario Telephone Development Corporation Act
Ontario Transportation Development Corporation Act, 1973
Public Commercial Vehicles Act
Public Service Works on Highways Act
Public Transportation and Highway Improvement Act
Public Vehicles Act
Railways Act (R.S.O. 1950, c. 331)
Telephone Act
Toll Bridges Act
Toronto Area Transit Operating Authority Act, 1974

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

City of Cornwall Annexation Act, 1974
City of Hamilton Act, 1975
City of Port Colborne Act, 1974
City of Thorold Act, 1975
City of Thunder Bay Act, 1968-69
City of Timmins-Porcupine Act, 1972
County of Oxford Act, 1974
District Municipality of Muskoka Act
Farm Loans Act
Farm Loans Adjustment Act
Financial Administration Act
Fire Guardians Act
Fires Extinguishment Act
Gold Clauses Act
Haliburton Act
Line Fences Act
Local Improvement Act
Ministry of Treasury, Economics and Intergovernmental Affairs Act, 1972
Moosonee Development Area Board Act
Municipal Act
Municipal Affairs Act
Municipal Arbitrations Act
Municipal Corporations Quieting Orders Act
Municipal Elderly Residents Assistance Act, 1973
Municipal Elections Act, 1972
Municipal Franchises Act
Municipal and School Tax Credit Assistance Act
Municipal Tax Assistance Act
Municipal Unemployment Relief Act, 1971
Municipal Works Assistance Act
Municipality of Metropolitan Toronto Act
Ontario Economic Council Act
Ontario Education Capital Aid Corporation Act
Ontario Land Corporation Act, 1974
Ontario Loan Act
Ontario Municipal Employees Retirement System Act
Ontario Municipal Improvement Corporation Act
Ontario Planning and Development Act, 1973
Ontario Unconditional Grants Act, 1975
Ontario Universities Capital Aid Corporation Act, 1973
Ottawa-Carleton Amalgamations and Elections Act, 1973
Parkway Belt Planning and Development Act, 1973
Provincial Parks Municipal Tax Assistance Act, 1974
Public Parks Act
Public Utilities Act
Public Utilities Corporations Act
Regional Municipality of Durham Act, 1973
Regional Municipality of Haldimand-Norfolk Act, 1973
Regional Municipality of Halton Act, 1973
Regional Municipality of Hamilton-Wentworth Act, 1973
Regional Municipality of Niagara Act
Regional Municipality of Ottawa-Carleton Act
Regional Municipality of Peel Act, 1973
Regional Municipality of Sudbury Act, 1972
Regional Municipality of Waterloo Act, 1972
Regional Municipality of York Act
Shoreline Property Assistance Act, 1973
Snow Roads and Fences Act
Statistics Act
Statute Labour Act
Supply Act
Tax Sales Confirmation Act, 1974
Territorial Division Act
Town of Wasaga Beach Act, 1973
Township of North Plantagenet Act, 1976
Vacant Land Cultivation Act
Village of Point Edward Act, 1972
Wharfs and Harbours Act

Office of the Assembly

Election Finances Reform Act, 1975
Legislative Assembly Act
Legislative Assembly Retirement Allowances Act, 1973
Ombudsman Act, 1975

Office of the Premier

Election Act
Executive Council Act
Lieutenant Governor Act
Policy and Priorities Board of Cabinet Act, 1971
Representation Act

Provincial Auditor

Audit Act

Provincial Secretary for Resources Development

Niagara Escarpment Planning and Development Act, 1973

APPENDIX D

REGIONAL, DISTRICT AND FIELD OFFICES

MINISTRY OF AGRICULTURE & FOOD

Agricultural Representatives County/District Offices

Algoma
1496 Wellington St. E.,
SAULT STE. MARIE. P6A 2R1
705-253-1941

Brant
207 Greenwich St.,
BRANTFORD. N3S 2X7
519-759-4190

Bruce
Box 1330,
WALKERTON. N0G 2V0
519-881-3301

Carleton
26 Thorncliffe Pl.,
OTTAWA. K2H 6L2
613-828-9167

Cochrane North
Experimental Farm,
KAPUSKASING. P5N 2X9
705-335-5828

Cochrane South
Box 608,
MATHESON. P0K 1N0
705-273-2509

Dufferin
Box 100,
ORANGEVILLE. L9W 2Z5
519-941-3830

Dundas
Box 488,
WINCHESTER. K0C 2K0
613-774-2313

Durham
234 King St. E.,
BOWMANVILLE. L1C 1P5
416-623-3348

Elgin
594 Talbot St.,
ST. THOMAS. N5P 1C7
519-631-4700

Agricultural Representatives County/District Offices

Essex
46 Fox St.
ESSEX. N0R 1E0
519-776-7361

Frontenac
Box 651, 1055 Princess St.,
KINGSTON. K7L 1H3
613-544-1995

Glengarry
Box 579,
ALEXANDRIA. K0C 1A0
613-525-1046

Grenville
Box 2004,
KEMPTVILLE. K0G 1J0
613-258-7326

Grey
181 Toronto St. S.,
MARKDALE. N0C 1H0
519-986-2040

Haldimand
CAYUGA. N0A 1E0
416-772-3381

Halton
181 Main St.,
MILTON. L9T 1N7
416-453-9766

Hastings
Box 340,
STIRLING. K0K 3E9
613-395-3393

Huron
Box 159,
CLINTON. N0M 1L0
519-482-3428

Kenora
70 Van Horne Ave.,
DRYDEN.
807-223-2415

Agricultural Representatives County/District Offices

Kent
Box 726, 435 Grand Ave. W.,
CHATHAM. N7M 5L1
519-354-2150

Lambton
Box 730,
PETROLIA. N0N 1R0
519-882-0180

Lanark
10 Sunset Blvd.,
PERTH. K7H 2Y2
613-267-1063

Leeds
Box 635,
BROCKVILLE. K6V 5V8
613-342-2124

Lennox & Addington
41 Dundas St. W.,
NAPANEE. K7I 1Z5
613-354-3371

Manitoulin
Box 328
GORE BAY. P0P 1H0
705-282-2043

Middlesex
195 Dufferin Ave.,
LONDON. N6A 1K7
519-434-6811

Muskoka & Parry Sound
Box 130,
HUNTSVILLE. P0A 1K0
705-789-5491

Niagara North
VINELAND STATION. L0R 2E0
416-562-4142

Niagara South
574 South Pelham St.,
WELLAND. L3C 3C6
416-732-7552

Nipissing
222 McIntyre St. W.,
NORTH BAY. P1B 2Y8
705-474-3050

Agricultural Representatives County/District Offices

Norfolk
19 Kent Street, S.,
SIMCOE. N3Y 2X7
519-426-0680

Northumberland
Box 820,
BRIGHTON. K0K 1H0
613-394-2998

Ontario
Box 309,
UXBRIDGE. L0C 1K0
416-852-3328

Oxford
Box 666, 954 Dundas St. E.,
WOODSTOCK. N4S 7Z5
519-537-6621

Peel
3 Elizabeth St. S.,
BRAMPTON. L6Y 1P7
416-451-5474

Perth County
Box 398, 478 Huron St.,
STRATFORD. N5A 6T3
519-271-0280

Peterborough
55 George St. N.,
PETERBOROUGH. K9J 3G2
705-745-2403

Prescott
Box 110,
PLANTAGENET,
613-673-5115

Prince Edward
Box 470,
PICTON. K0K 2T0
613-476-3224

Rainy River
Front St.,
EMO. P0W 1E0
807-482-2310

Renfrew
315 Raglan St. S.,
RENFREW. K7V 1R6
613-432-4841

Agricultural Representatives County/District Offices

Russell
666 Rue Notre Dame,
EMBRUN K0A 1W0
613-443-3391

Simcoe North
Box 340,
ELMVALE. L0L 1P0
705-322-2231

Simcoe South
Box 370,
ALLISTON
705-435-5521

Stormont
Box 655, 109-11th St. W.
CORNWALL. K6H 5T3
613-933-1581

Sudbury
1414 La Salle Blvd.
SUDBURY. P3A 1Z0
705-566-1630

Timiskaming
Box "G"
NEW LISKEARD. P0J 1P0
705-647-6701

Thunder Bay
435 James St. S.
THUNDER BAY "F"
807-475-1631

Victoria
322 Kent St. W.
LINDSAY. K9V 2Z9
705-324-6125

Waterloo
824 King St. W.
KITCHENER. N2G 1G1
519-744-5294

Wellington
Box 159, FERGUS N1M 2W7
519-843-2231

Wentworth
R.R. 1, ANCASTER. L9G 3K9
416-527-2995

Agricultural Representatives County/District Offices

York
Newmarket Plaza
NEWMARKET. L3Y 2N1
416-895-4519

Farm Products Inspection District Offices

Box 419,
BRADFORD. L0G 1C0
416-775-3333

Box 820,
BRIGHTON. K0K 1H0
613-475-1630

Box 62,
THUNDER BAY "F". P7C 4V5
807-475-1631

Box 248,
LEAMINGTON. N8H 3W2
519-326-5951

Box 188,
VINELAND STN. L0R 2E0
416-562-4144

319 Ontario Food Terminal
165 The Queensway,
TORONTO. M8Y 1H8
416-259-6379

Agric. Production & Rural Development Division Regional Offices

181 Toronto St. S.,
MARKDALE. N0C 1H0
519-986-2040

Box 328,
GORE BAY. P0P 1H0
705-282-2171

Box 651,
1055 Princess St., 2nd Floor,
KINGSTON. K7L 1H3
613-544-1995

Box 2004,
KEMPTVILLE. K0G 1J0
613-258-3441, ext. 280, 281, 282

Agric. Production & Rural Development Division Regional Offices

Box 110,
PLANTAGENET. K0B 1L0
613-673-5115

315 Raglan St. S.,
RENFREW. K7V 1R6
613-432-4841

55 George St. N.,
PETERBOROUGH. K9J 3G2
705-745-2403

Milk Industry Branch Regional Offices

Eastern
Box 2004, KEMPTVILLE
613-258-3411, ext. 207

North Central
55 George St. N.
PETERBOROUGH
705-745-2403

Central West
Ont. Min. of Agric. & Food
MARKDALE
519-986-2040

MINISTRY OF THE ATTORNEY GENERAL

Assessment Review Courts

678 Main St. E.
HAMILTON. L8M 1K2
416-549-4173
Grand River/Niagara Region

426 Third St.,
LONDON. N5W 4W6
519-453-6660
Southwestern Region

713 Davis Dr.,
NEWMARKET. L3Y 2R3
416-895-1274
Central, Georgian Bay & Lake Huron

Northgate Shopping Centre,
NORTH BAY. P1B 2H3
705-474-1612
Northern Region

Assessment Review Courts

2378 Holly Lane,
OTTAWA. K1V 7P1
613-731-7166
Eastern Region

271 George St. N.,
PETERBOROUGH. K9J 3G9
705-743-7960
Lake Ontario Region

85 Great Northern Rd.
SAULT STE. MARIE. P6B 4Y8
705-949-5280
Northern Branch Office

1200 Bay St.,
TORONTO. M5R 2A6
416-965-6826
Metro Toronto Region

MINISTRY OF COLLEGES & UNIVERSITIES

Industrial Training Branch District Offices

DISTRICTS 1 & 2
*32 Grenville St.
TORONTO.
416-965-6462

DISTRICT 3
*520 First St., Unit 19
LONDON. N5V 3C6
519-453-7190

Industrial Training Branch District Offices

Conestoga College, Rm. B16
460 Speedvale Ave.
GUELPH.
519-821-3770

421 King St. N.
WATERLOO.
519-884-5460

Industrial Training Branch
District Offices

Conestoga College Info Centre
210 Water St.
STRATFORD
519-273-1520

DISTRICT 4
*2197 Riverside Drive
Suite 301, Pebb Bldg.
OTTAWA. K1H 7X3
613-731-7100

St. Lawrence College
P.O. Box 1356
BROCKVILLE. K6V 5Y6
613-342-9447

St. Lawrence College
1111 Montreal Rd.
CORNWALL. K6H 1E1
613-933-6080, Ext. 253

St. Lawrence College, Rm. GR-20
P.O. Box 6000
KINGSTON.
613-544-5400

Algonquin College
315 Pembroke St. E.
P.O. Box 203
PEMBROKE. K8A 6X3
613-735-1041

c/o Canada Manpower Centre
192 Main St. E.
HAWKESBURY. K6A 1A5
613-632-2759

DISTRICT 5
Mohawk College
Saltfleet Campus
481 Barton St. E.
STONEY CREEK.
416-664-5116

City Hall, Rm. 229
100 Wellington Square
BRANTFORD.
519-756-5197

1 West Ave. S.
HAMILTON.
416-527-9105

*Regional Office

Industrial Training Branch
District Offices

P.O. Box 1240
ST. CATHARINES.
416-682-4313

P.O. Box 338
FORT ERIE.
416-682-4313

DISTRICT 6
*125 Brock St.
SAULT STE. MARIE. P6A 3B6
705-949-3331

1500 Fisher St.
Northgate Plaza
NORTH BAY. P1B 2H3
705-474-5546

Cambrian College, Rm. 3065
1400 Barrydowne Rd.
SUDBURY. P3A 3V8
705-560-3440

Box 1183
TIMMINS. P4N 7J5
705-235-3644

DISTRICT 7
151 Elliott St. E.
WINDSOR. N9A 3R6
519-254-8654

10 Centre St.
CHATHAM.
519-354-9100

P.O. Box 969
SARNIA.
519-542-7751

DISTRICT 8
Sir Sandford Fleming College
526 McDonnel St.
PETERBOROUGH. K9J 7B1
705-743-4172

Durham College
Box 385, OSHAWA.
416-576-0171

Georgian College
401 Duckworth St.
BARRIE. L4M 3X9
705-728-1951 Ext. 220

Industrial Training Branch
District Offices

Box 578
OWEN SOUND.
519-376-5790

Loyalist College
Pioneer Bldg.
19 Wallbridge Cres.
BELLEVILLE.
613-968-8671

Industrial Training Branch
District Offices

DISTRICT 9
Confederation College
Trades Bldg.,
Box 398, Stn. F
THUNDER BAY. P7C 4W1
807-475-1605

808 Robertson St.
KENORA.
807-468-3128

MINISTRY OF COMMUNITY & SOCIAL SERVICES

District Offices
Northern Ontario

104 Government Rd., Box 429
KEEWATIN.
807-547-2801

8 Hudson's Bay Ave., Box 398
KIRKLAND LAKE.
705-567-3391

222 McIntyre St. W., Suite 408
Box 327,
NORTH BAY.
705-474-3540

123 March St., Suite 304, Box 68
SAULT STE. MARIE.
705-256-5666

127 Cedar St., Drawer 1120
SUDBURY.
705-674-3151

1200 Walsh St. W.,
THUNDER BAY.
807-475-1515

Southern Ontario

70 Collier St.
BARRIE.
705-737-1311

14 Bridge St. W., Box 816
BELLEVILLE.
613-962-9562

132 Second St. E., Box 1358
CORNWALL.
613-932-3381

District Offices

100 Main St. E., 39th Flr.
Century 21
HAMILTON.
416-526-9300

1055 Princess St., Suite 103
KINGSTON.
613-544-6206

322 Kent St. W.,
LINDSAY.
705-324-6128

6th Flr. 495 Richmond St.
LONDON.
519-438-5111

2197 E. Riverside Dr. Suite 201
OTTAWA.
613-737-5520

5th Flr. 110 James St., Box 176,
ST. CATHARINES.
416-688-3022

4th Flr., 110 Eglinton Ave. W.
TORONTO.
416-487-4392

5th Floor, Waterloo Square,
75 King St. S.,
WATERLOO.
519-886-4700

3rd Flr. 2090 Wyandotte St. E.,
WINDSOR.
519-254-1651

20 Nelson St. W., Suite 203
YORK-PEEL (BRAMPTON)
416-453-3181

MINISTRY OF CONSUMER & COMMERCIAL RELATIONS

Field Offices	Branches Represented
Rms. 205-206, 143 Main St. E. HAMILTON. L8N 1G4 416-529-8177	Consumer Services Bureau Credit Unions Br. Cemeteries Br.
1 West Ave. S., HAMILTON. L8N 2R9 416-527-2951	Elevating Devices Br. Pressure Vessels Br.
Ont. Gov't. Bldg. 1055 Princess St. KINGSTON. K7L 1H3 613-549-2600	Elevating Devices Br. Upholstered & Stuffed Articles Br. Pressure Vessels Br. Cemeteries Br.
824 King St. W. KITCHENER. N2G 1G1 519-744-7308, 744-5211	Elevating Devices Br. Pressure Vessels Br.
251 King St. W., Rm. 401 KITCHENER. N2G 1B5 519-743-6723	Credit Unions Br.
Court House, Main Floor 80 Dundas St., P.O. Box 5600 LONDON. N6A 2P3 519-679-7150,433-6197	Consumer Services Bureau Elevating Devices Br. Credit Unions Br. Pressure Vessels Upholstered & Stuffed Articles Cemeteries Branch
1673 Carling Ave., Ste. 102 OTTAWA. K2A 1C4 613-725-3679, 725-1489	Consumer Services Bureau Credit Unions Br. Cemeteries Br.
Pebb Bldg., 3rd Floor, 2197 Riverside Dr. OTTAWA. K1H 7X3 613-731-2556	Elevating Devices Br. Pressure Vessels Br.
139 George St. N., PETERBOROUGH. K9J 3G6 705-743-8728	Consumer Services Bureau Credit Unions Br.
700 N. Christina St., Rm. 207 SARNIA. N7T 7N5 519-337-2254	Pressure Vessels Br.
Box 550, 444 Queen St. E., SAULT STE. MARIE. P6A 5M8 705-949-0332	Consumer Services Bureau
125 Brock St. SAULT STE. MARIE. P6A 3B6 705-949-3331	Pressure Vessels Br.

Field Offices	Branches Represented
331 Regent St. SUDBURY. P3C 4E1 705-675-1517	Consumer Services Bureau
1538 La Salle Blvd. SUDBURY. P3A 1Z7 705-675-1517, 566-3071	Elevating Devices Branch Pressure Vessels Br.
Ont. Gov't. Bldg. 435 James St. S., THUNDER BAY. P7E 6E3 807-475-1641	Consumer Services Bureau Elevating Devices Br. Pressure Vessels Br. Credit Unions Br.
250 Windsor Ave. WINDSOR. N9A 6V9 519-254-6413	Consumer Services Bureau Credit Unions Br. Elevating Devices Br. Pressure Vessels Br.

ONTARIO RENT REVIEW

Mailing Address (Area Served)

Metro Toronto:

77 Bloor St. W., 2nd Fl.
TORONTO. M5S 1M2
416-964-8281
(City of Toronto)

56 Aberfoyle Cres., 4th Fl.
ETOBICOKE M8X 2W4
416-236-2681
(Etobicoke)

1880 O'Connor Dr., 2nd Fl.
TORONTO. M4A 1W9
416-752-0683
(East York)

45 Sheppard Ave. E.
WILLOWDALE. M2N 2Z8
416-226-6303
(North York)

2100 Ellesmere Rd. E.
SCARBOROUGH. M1H 3B7
416-438-3452
(Scarborough)

702 Weston Rd.
TORONTO. M6N 3R2
416-762-7545
(York)

Mailing Address (Area Served)

Central-West:

Box 2006,
HAMILTON. L8N 3R5
416-528-8701
(Reg. Mun. of Hamilton-Wentworth, Halton, Haldimand-Norfolk, & County of Brant)

30 Duke St. W.
KITCHENER. N2H 3W5
519-579-5790
(Reg. Mun. of Waterloo & the Counties of Wellington and Dufferin)

80 King St., 9th Fl.
ST. CATHARINES. L2R 7G1
416-684-6562
(Reg. Mun. of Niagara)

Central-East:

Box 985,
BARRIE. L4M 5E1
705-737-2111
(County of Simcoe & District Mun. of Muskoka)

1310 Dundas St. E.
MISSISSAUGA. L4Y 2C1
416-270-3280
(Reg. Mun. of Peel, South of the 401)

Mailing Address (Area Served)

Room 1,
85 Kennedy Rd. S.
BRAMPTON. L6W 3G1
416-453-7372
(Reg. Mun. of Peel, North of the 401)

74 Simcoe St. S., 2nd Fl.
OSHAWA. L1H 4G6
416-579-4421
(Reg. Mun. of Durham)

340 George St. N.
PETERBOROUGH. K9J 7S2
705-743-9511
(Counties of Peterborough, Northumberland, Victoria & Haliburton)

10255 Yonge St., 2nd Fl.
RICHMOND HILL. L4C 3B2
416-884-6092
(Reg. Mun. of York)

Southwestern:

80 Dundas St.
LONDON.
519-673-1660
(Counties of Middlesex, Oxford, Elgin, Lambton, Perth & Huron)

896 Third Ave. E., 2nd Fl.
OWEN SOUND. N4K 5W9
519-376-3202
(Counties of Grey & Bruce)

Box 189
WINDSOR. N9A 6V6
519-253-3532
(Counties of Essex & Kent)

Northeastern:

215 Oak St. E.
NORTH BAY. P1B 8B8
705-476-1231
(Districts of Nipissing & Parry Sound)

Box 627,
SAULT STE. MARIE. P6A 5N2
705-942-1123
(District of Algoma)

Mailing Address (Area Served)

Box 1059
SUDBURY P3E 4S6
705-673-7173
(Reg. Mun. of Sudbury & Dists. of Sudbury & Manitoulin)

Box 1130,
TIMMINS. P4N 7H9
705-264-9555
(Dists. of Cochrane & Timiskaming)

Northwestern:

37 Main St. S., 2nd Fl.
KENORA. P9N 1S8
807-468-3159
(Dists. of Kenora & Rainy River)

Box 5000
Postal Station F
THUNDER BAY. P7C 5G6
807-475-1595
(Dist. of Thunder Bay)

Eastern:

Suite 204
210 Dundas St. E.
BELLEVILLE K8N 5G8
613-966-4451
(Counties of Hastings & Prince Edward)

Box 607
CORNWALL. K6H 6G2
613-933-8662
(Counties of Stormont, Dundas & Glengarry, Prescott & Russell)

74 Brock St., 2nd Fl.
KINGSTON. K7L 1R9
613-549-4426
(Counties of Frontenac, Lennox & Addington, Leeds & Grenville, & portion of Lanark)

Box 9800
OTTAWA. K1G 3Y2
613-238-5055
(Reg. Mun. of Ottawa-Carleton & portion of Lanark County)

169 William St.
PEMBROKE. K8A 1N7
613-735-0135
(County of Renfrew)

Land Registry Offices (LRO) & Personal Property Security Registration (PPSR) Offices

Algoma
P.O. Box 550,
Elgin & Queen Sts.,
SAULT STE. MARIE. P6A 5M8
705-253-8887

Brant
Court House,
80 Wellington St.,
BRANTFORD. N3T 2L9
519-752-8321

Bruce
203 Cayley St.,
P.O. Box 1690,
WALKERTON. N0G 2V0
519-881-2251

Carleton
Court House,
2 Daly Avenue,
OTTAWA. K1N 6E2
613-238-1956

Cochrane
Court House,
149 4th Ave.,
P.O. Box 580,
COCHRANE. P0L 1C0
705-272-4025

Dufferin
75 First St.,
ORANGEVILLE. L9W 2E7
519-941-1481

Dundas*
5th Street,
MORRISBURG. K0C 1X0
613-543-2583

Durham East & Port Hope*
17 Mill St. N.,
P.O. Box 122,
PORT HOPE. L1A 3W3
416-885-5616

Durham West & Newcastle*
108 Liberty St. N.,
P.O. Box 178,
BOWMANVILLE. L1C 3K9
416-623-3751

Elgin
Wellington St.,
P.O. Box 4,
ST. THOMAS. N5P 3T5
519-631-3015

Essex
356 Brock St.,
WINDSOR. N9C 3Z1
519-254-6363

Frontenac
Court House,
KINGSTON. K7L 2N4
613-548-8322

Glengarry*
P.O. Box 668,
63 Kenyon St. W.,
ALEXANDRIA.
613-525-1315

Grenville*
Centre Street,
P.O. Box 676,
PRESCOTT. K0E 1T0
613-925-3177

Grey North
Court House,
596 9th Ave. E.,
OWEN SOUND. N4K 3E3
519-376-1637

Grey South*
16 Lambton St. E.,
P.O. Box 10,
DURHAM. N0G 1R0
519-369-2642

Haldimand
P.O. Box 310,
CAYUGA. N0A 2K0
416-772-3340

Haliburton*
P.O. Box 270,
MINDEN. K0M 2K0
705-286-1391

Halton
County Administration Bldg.,
491 Steeles Ave.,
MILTON. L9T 1Y7
416-878-7287

Hastings
Pinnacle Street,
Court House,
BELLEVILLE. K8N 3A9
613-986-4597

Huron
38 North St.,
P.O. Box 216,
GODERICH. N7A 3Z2
519-524-9562

Kenora
220 Main St. S.,
KENORA. P9N 3X7
807-468-3138

Kent
William St. N.,
CHATHAM. N7M 5L8
519-352-5520

Lambton
Court House,
700 N. Christina St.,
P.O. Box 3021,
SARNIA. N7T 7N5
519-337-3265, Ext. 40

Lanark North*
125 Brougham St.,
P.O. Box 1180, ALMONTE, K0A 1A0
613-256-1577

Lanark South
10 Sunset Blvd.,
P.O. Box 278,
PERTH. K7H 3E4
613-267-1144

Leeds
P.O. Box 146,
William St.,
BROCKVILLE. K6V 5V2
613-345-5751

Lennox
87 Thomas St.,
P.O. Box 459,
NAPANEE. K0K 2R0
613-354-3751

Manitoulin
Phipps St.,
P.O. Box 265,
GORE BAY. P0P 1H0
705-282-2442

Middlesex East
80 Dundas St.,
LONDON. N6A 2P3
519-679-7180

Middlesex West*
178 McKellar St.,
P.O. Drawer 9,
GLENCOE. N0L 1M0
519-387-2511

Muskoka
15 Dominion St.,
P.O. Box 1049,
BRACEBRIDGE. P0B 1C0
705-645-4415

Niagara North
Landmark Building,
43 Church St.,
P.O. Box 126,
ST. CATHARINES. L2R 6R4
416-682-1351

Niagara South
20 Cross St. North,
WELLAND. L3B 3G1
416-735-4011

Nipissing
514 Main St. West,
NORTH BAY. P1B 2V4
705-474-2270

Norfolk
Court House,
#3 Highway West,
SIMCOE. N3Y 4K8
519-426-2216

Northumberland E.*
King Street,
P.O. Box 339,
COLBORNE. K0K 1S0
416-355-2338

Northumberland W.
Counties Bldg.,
860 William St.,
P.O. Box 668,
COBOURG. K9A 4K8
416-372-3813

Ontario
400 Centre St. S.,
WHITBY. L1N 4W2
416-668-6811

Ottawa & Ottawa Carleton
Court House,
67 Nicholas St.,
OTTAWA. K1N 7B9
613-232-3791

Oxford
75 Graham St.,
P.O. Box 246,
WOODSTOCK. N4S 7W8
519-537-6287

Parry Sound
28 Miller St.
P.O. Box 276,
PARRY SOUND. P2A 2X4
705-746-5816

Peel*
1 Wellington St. E.,
BRAMPTON. L6W 1Y1
416-457-5610

Peel**
Clerk of the Court
Court House
7755 Hurontario St.
BRAMPTON. L6W 1Y1
416-447-5040

Perth
York St. West,
P.O. Box 902,
STRATFORD. N5A 6T1
519-271-3343

Peterborough
Court House,
470 Water St.
PETERBOROUGH. K9H 3M3
705-745-0587 Ext. 44

Prescott
P.O. Box 302,
L'ORIGNAL. K0B 1K0
613-675-4648

Prince Edward
P.O. Box 1310
1 Pitt St.
PICTON. K0K 2T0
613-476-3219

Rainy River
353 Church St.,
P.O. Box 398,
FORT FRANCES. P9A 3M7
807-274-5451

Renfrew
283 Pembroke St. E.,
P.O. Box 760,
PEMBROKE. K8A 6X1
613-732-8331

Russell*
P.O. Box 10,
RUSSELL. K0A 3B0
613-445-2188

Simcoe
Court House,
114 Worsley St.,
BARRIE. L4M 1M1
705-728-1221 Ext. 54

Stormont
P.O. Box 1268,
127 Sydney St.,
CORNWALL. K6H 5V3
613-932-4522

Sudbury
135 Elm St. W.,
P.O. Box 1240,
SUDBURY. P3E 4S7
705-674-3151, Ext. 244

Thunder Bay
29 Royston Court,
Postal Station "P"
THUNDER BAY. P7A 4Y7
807-475-1235

Timiskaming
375 Main St.,
P.O. Box 159,
HAILEYBURY. P0J 1P0
705-672-3332

Toronto City*
New City Hall,
100 Queen St. West,
TORONTO. M5H 2N1
416-965-7553

Toronto Boroughs & York South*
New City Hall,
100 Queen St. W.,
TORONTO. M5H 1N1
416-965-7588

Toronto & York*
New City Hall,
100 Queen St. West,
TORONTO. M5H 2N1
416-965-5248

Central Registration**
Court House
Rm. 107, 361 University Ave.
TORONTO.
416-965-7359

Victoria
Francis St.,
LINDSAY. K9V 3R9
705-324-4912

Waterloo North
122 Frederick St.,
P.O. Box 35,
KITCHENER. N2G 3W9
519-576-1330

Waterloo South*
150 Main St.,
(The Mall)
CAMBRIDGE. N1R 1W4
519-653-5778

Wellington North*
P.O. Box 389
ARTHUR. N0G 1A0
519-848-2300

Wellington South
P.O. Box 905,
21 Douglas St.,
GUELPH. N1H 6M6
519-822-0251

Wentworth
Court House,
50 Main St. E.,
HAMILTON. L8N 1E9
416-522-3556

York North*
134 Main St.,
NEWMARKET. L3Y 4W3
416-895-9801

*LRO only
**PPSR only

MINISTRY OF CORRECTIONAL SERVICES

Regional Offices

Adult Division

2 Dunbloor Rd.,
Suite 312,
ISLINGTON.
416-248-3901
(Central Region)

Regional Offices

229 Edmund St.,
SUDBURY.
705-675-7582
(Northern Region)

Regional Offices

1055 Princess St.,
KINGSTON.
613-544-0813
(Eastern Region)

101B Holiday Inn Dr.,
CAMBRIDGE.
519-658-5101
(Western Region)

Regional Offices

Juvenile Division

263½ George St.,
PETERBOROUGH.
705-743-1624
(North Eastern Region)

101B Holiday Inn Dr.,
CAMBRIDGE.
519-658-5101
(South Western Region)

MINISTRY OF CULTURE & RECREATION

Field Offices

Northwestern (Regional Office: THUNDER BAY)

Ont. Gov't. Bldg.
435 James St. S., 3rd Fl.,
Box 5000
THUNDER BAY F, P7E 2Z5
805-475-1255

Ont. Gov't Bldg.
479 Government St.,
P.O. Box 932,
DRYDEN.
807-223-2271

Northeastern (Regional Office: NORTH BAY)

215 Oak St. E., 2nd Floor,
NORTH BAY. P1B 1A2
705-474-3821

123 March St., Box 68,
SAULT STE. MARIE. P6A 5L2
705-942-3751

1760 Regent St. S.,
SUDBURY.
705-522-1416

22 Wilcox St., 2nd Flr.
TIMMINS.
(July 1, 1977)

Field Offices

Central West (Regional Office: HAMILTON)

1083 Barton St. E., 2nd Floor,
HAMILTON. L8L 3E2
416-549-2471

Suite 215, Waterloo Square,
WATERLOO.
519-886-3520

Eastern (Regional Office: OTTAWA)

Rideau Trust Bldg.,
1 Nicholas St.
11th Floor, Rm. 116,
OTTAWA. K1N 7B7
613-232-1116

1055 Princess St.
Suite 204,
KINGSTON.
613-542-7349

14 Bridge St. W.,
Box 816,
BELLEVILLE. K8P 1H7
613-968-3474

Field Offices

Central East (Regional Office: TORONTO)

2nd Flr., 863 Bay St.
TORONTO. M7A 2R9
416-965-0283

114 Worsley St.
BARRIE. L4M 1M1
705-737-3307

277 George St. N.
PETERBOROUGH.
(Aug. 1, 1977)

Field Offices

Southwestern (Regional Office: LONDON)

495 Richmond St., 5th Floor,
LONDON. N6A 5A9
519-438-2947

374 Seventh Ave.,
HANOVER.
519-364-1626

250 Windsor Ave.,
6th Floor,
WINDSOR. N9A 6V9
519-256-4919

Indian Community Secretariat

Field Offices

7 Charlotte St.,
BRANTFORD.
519-756-5790
(Southwestern District)

c/o General Delivery,
Gov't Bldg. G4,
DRYDEN. P8N 2P6
807-223-3221
(Northwestern Area)

Box 613,
FORT FRANCES.
807-274-9732
(Northwestern Area)

Box 778,
GERALDTON.
807-854-0169
(Northwestern Area)

207 First St. S.,
KENORA
807-468-5568
(Northwestern Area)

Box 125,
MOOSONEE.
705-336-2644
(Northeastern Area)

Field Offices

15 Matchedash St. N.,
ORILLIA.
705-325-9561
(Northeastern Area)

Box 234,
RED LAKE.
807-727-2055
(Northwestern Area)

Box 68,
SAULT STE. MARIE.
705-256-7621
(Northeastern Area)

1760 Regent St. S.,
SUDBURY.
705-674-3151
(Northeastern Area)

221 Bay St.,
THUNDER BAY.
807-475-1225
(Northwestern Area)

MINISTRY OF EDUCATION

Regional Offices

Northwestern Ontario
435 James St. South, P.O. Box 5000
THUNDER BAY "F". P7C 5G6
807-475-1571

Midnorthern Ontario
1349 Lasalle Blvd.,
SUDBURY. P3A 1Z5
705-566-3480

Northeastern Ontario
447 McKeown Ave., P.O. Box 3020
NORTH BAY. P1B 8K7
705-474-7210

Midwestern Ontario
279 Weber St. North,
WATERLOO. N2J 3J1
519-885-0440

Central Ontario
Suite 3201, 2025 Sheppard Ave. E.,
WILLOWDALE. M2J 1W4
416-491-0330

Regional Offices

Western Ontario
759 Hyde Park Rd.,
LONDON. N6H 3S6
519-472-1440

Niagara
Suite 402, 15 Church St.,
P.O. Box 906
ST. CATHARINES. L2R 7A1
416-684-1123

Eastern Ontario
1055 Princess St.,
KINGSTON. K7L 5T3
613-546-2641

Ottawa Valley
1825 Woodward Drive,
OTTAWA. K2C 0R2
613-225-2230

MINISTRY OF THE ENVIRONMENT

Regional & District Offices

NORTHWESTERN (Regional Office: THUNDER BAY)

435 James St. S.,
THUNDER BAY. P7C 5G6
807-475-1205

808 Robertson St.
KENORA. P9N 1X9
807-468-5578

NORTHEASTERN (Regional Office: SUDBURY)

469 Bouchard St.,
Regency Mall,
SUDBURY. P3E 2K8
705-522-8282

Regional & District Offices

83 Algonquin Blvd. W.,
TIMMINS. P4N 2R4
705-264-9474

445 Albert St. E.,
SAULT STE. MARIE. P6A 2J9
705-949-4640

1500 Fisher St.,
Northgate Plaza,
NORTH BAY. P1B 2H3
705-476-1001

74 Church St.,
PARRY SOUND. P2A 1Z1
705-746-2139

Regional & District Offices

SOUTHWESTERN (Regional Office: LONDON)

985 Adelaide St. S.,
LONDON. N6E 1V3
519-681-3600

3012 Tecumseh Rd. E.,
WINDSOR. N8W 1G7
519-945-2339

242 A Indian Rd. S.,
Suite 209 S,
SARNIA. N7T 3W4
519-336-4030

220-11th St. E., Suite 108,
OWEN SOUND. N4K 1T9
519-371-2901

435 Grand Ave. W.,
CHATHAM. N7L 3Z4
519-352-5107
(Sub-District Office)

WEST-CENTRAL (Regional Office: STONEY CREEK)

140 Centennial Parkway N.,
STONEY CREEK. L8E 3H2
416-561-7410

400 Clyde Rd., P.O. Box 219,
CAMBRIDGE. N1R 5W6
519-623-2080

637-641 Niagara St. N.,
WELLAND. L3C 1L9
416-735-0431

645 Norfolk St. N.,
SIMCOE. N3Y 3R2
519-426-1940
(Sub-District Office)

CENTRAL (Regional Office: DON MILLS)

Suite 700,
150 Ferrand Drive,
DON MILLS. M3C 3C3
416-425-3000

Regional & District Offices

2775 Haines Rd.,
MISSISSAUGA. L4Y 1Y7
416-270-1451
(South Peel Area System)

12 Fairview Rd.,
BARRIE. L4N 4P3
705-726-1730

GRAVENHURST. P0C 1G0
705-687-3408
(Muskoka-Haliburton)

139 George St. N.,
PETERBOROUGH. K9J 3G6
705-743-2972

125 Cross Ave.
OAKVILLE. L6J 2W8
416-844-5747
(Halton-Peel)

110 Main St. E.,
HUNTSVILLE. P0A 1K0
705-789-2386
(Sub-District Office)

SOUTHEASTERN (Regional Office: KINGSTON)

133 Dalton St.
P.O. Box 820,
KINGSTON. K7L 4X6
613-549-4000

2378 Holly Lane,
OTTAWA. K1V 7P1
613-521-3450

4 Montreal Rd., 2nd Floor,
CORNWALL. K6H 1B1
613-933-7402

15 Victoria Ave.,
BELLEVILLE. K8N 1Z5
613-962-9208

1000 MacKay St., P.O. Box 67,
PEMBROKE. K8A 6X1
613-732-3643

MINISTRY OF GOVERNMENT SERVICES

Property Management Branch

Regional Offices

24 James Street East,
P.O. Box 790,
ORILLIA. L3V 6K7
705-325-7403
(Georgian Bay)

400 Elizabeth Street,
GUELPH. N1E 2Y1
519-822-1150
(Guelph)

Ontario Government Building,
P.O. Box 159,
KEMPTVILLE. K0G 1J0
613-269-4764
(Kemptville)

1055 Princess Street,
P.O. Box 8000,
KINGSTON. K7L 1H3
613-544-8955
(Kingston)

322 Kent Street West,
P.O. Box 7000,
LINDSAY. K9B 4S9
705-324-9188
(Lindsay)

900 Highbury Avenue,
P.O. Box 2452,
LONDON. N6A 4G3
519-453-3550
(London)

345 Park Street West,
P.O. Box 100,
DUNDAS. L9H 5E7
416-627-3515
(Niagara)

Regional Offices

Highway 69,
South McFarlane Lake,
P.O. Box 2520,
SUDBURY. P3A 4S9
705-522-5830
(Northeast)

255 Conmee Avenue,
SAULT STE. MARIE. P6C 1W4
705-949-4515
(Algoma)

P.O. Box 520,
Hollinger Lane,
SCHUMACHER. P0N 1G0
705-264-2234
(Cochrane)

1353 Gorman Street,
NORTH BAY. P1D 2Y3
705-476-2260
(North Bay)

20 Alberta Street,
P.O. Box 3020
THUNDER BAY. P7B 5G5
705-475-1285
(Northwest)

720 Robertson Street,
P.O. Box 516,
KENORA. P9N 3X5
807-468-7002
(Kenora)

MINISTRY OF HEALTH

Ontario Health Insurance Plan

Regional Offices

25 Main St. W.,
HAMILTON. L8P 4P9
416-528-3481

Regional Offices

1055 Princess St.,
KINGSTON. K7L 5A9
613-546-3811

Regional Offices

227 Queen's Ave.,
LONDON. N6A 1J8
519-433-4561

55 City Centre Drive,
MISSISSAUGA. L5B 1M3
416-275-2730

44 Bond St. W.,
OSHAWA. L1G 1A4
416-576-2870

75 Albert St.,
OTTAWA. K1P 5Y9
613-237-9100

Regional Offices

295 Bond St.,
SUDBURY. P3B 2J8
705-675-9111

2195 Yonge St.,
TORONTO. M5W 1G9
416-482-1111

435 James St. S.,
THUNDER BAY. P7C 5G6
807-475-1431

1427 Ouellette Ave.,
WINDSOR. N8X 1K1
519-258-7560

Nursing Home Inspection Service

Regional Offices

227 Queen's Ave.,
LONDON.
519-432-1866

2427 Holly Lane,
OTTAWA.
613-731-7876

Regional Offices

6th Flr., 880 Bay St.,
TORONTO.
416-965-4690

Regional Public Health Laboratories

P.O. Box 2100,
HAMILTON. L8N 3R5
416-385-5379

P.O. Box 240,
KINGSTON. K7L 4V8
613-546-2686

P.O. Box 5704, Terminal A,
LONDON. N6A 4L6
519-455-9310

P.O. Box 600,
ORILLIA. L3V 6K5
705-325-7449

P.O. Box 6301, Stn. J,
OTTAWA. K2A 1S8
613-828-2442

P.O. Box 700,
PALMERSTON. N0G 2P0
519-343-2015, Ext. 235

P.O. Box 265,
PETERBOROUGH. K9J 6Y8
705-743-6811

P.O. Box 220,
SAULT STE. MARIE. P6A 5L6
705-254-7021

1300 Paris Crescent,
SUDBURY. P3E 3A3
705-522-2640

P.O. Box 1100, Stn. F,
THUNDER BAY. P7C 4X9
807-622-6449

206 5th Ave.,
TIMMINS. P4N 5L3
705-264-8771

P.O. Box 1616,
WINDSOR. N9A 6S2
519-969-4341

Psychiatric Hospitals Branch & Homes for Special Care Program

Brockville Psychiatric Hospital
P.O. Box 1050,
BROCKVILLE. K6V 5W7
613-345-1461

Hamilton Psychiatric Hospital
Box 585,
HAMILTON. L9C 3N6
416-388-2511

Kingston Psychiatric Hospital
Box 603, KINGSTON. K7L 4X3
613-546-1101, Ext. 210

London Psychiatric Hospital,
850 Highbury Ave.,
Box 2532, Terminal A,
LONDON. N6A 4H1
519-455-5110

North Bay Psychiatric Hospital
Box 3010
NORTH BAY. P1B 8L1
705-474-1200

Dr. Mackinnon Phillips Hospital
Box 600, OWEN SOUND. N4K 5R3
519-376-6130

Mental Health Centre,
P.O. Box 698,
PENETANGUISHINE.
705-549-7431

Thistletown Regional Centre
for Children and Adults,
11 Farr Ave.,
REXDALE. M9V 2A5
416-741-1210

St. Thomas Psychiatric Hospital
Box 2004
ST. THOMAS. N5P 3V9
519-631-8150

Lakehead Psychiatric Hospital
P.O. Box 930
THUNDER BAY. P7B 5G4
807-344-3571

Lakeshore Psychiatric Hospital
3131 Lakeshore Blvd. W.,
TORONTO. M8V 1K9
416-259-8291

Queen St. Mental Health Centre,
999 Queen St. W.,
TORONTO. M6J 1H4
416-533-8501

Whitby Psychiatric Hospital,
P.O. Box 613,
WHITBY. L1N 5S9
416-668-5881

Northern Ontario Public Health Services

P.O. Box 57,
MOOSONEE.
705-336-2294

Northgate Plaza, 2nd Flr.,
P.O. Box 272,
NORTH BAY.
705-472-3720

75 Elgin St.,
P.O. Box 121,
SAULT STE. MARIE.
705-256-2224

174 Larch St.,
P.O. Box 1231,
SUDBURY.
705-674-3151, Ext. 262

435 James St. S.,
Box 5000, Postal Stn. F,
THUNDER BAY.
807-475-1341

217 Algonquin Blvd. E.,
P.O. Box 491,
TIMMINS.
705-264-4763

Ambulance Services Branch

Regional Offices

London Psychiatric Hospital
850 Highbury Ave.,
Box 2532,
LONDON. N6A 4H1
519-455-5110, Ext. 296
(South Western Ontario)

Chedoke Hospital
P.O. Box 590,
HAMILTON. L8N 3L6
416-389-2273
(Central Western Ontario)

7 Overlea Blvd., 7th Floor,
TORONTO. M4H 1A8
416-965-8034
(Central Ontario)

Regional Offices

1017 Merivale Rd.
OTTAWA. K1Z 6A6
613-725-2081
(Eastern Ontario)

Sudbury General Hospital
700 Paris Street,
SUDBURY. P3E 3B5
705-674-6693
(North Eastern Ontario)

Lakehead Psychiatric Hospital
580 N. Algoma St.,
P.O. Box 2930, Unit "C",
THUNDER BAY T.
807-344-3571

MINISTRY OF HOUSING

Ontario Housing Corporation (OHC) Branch Offices

Northern Ontario
707 Lorne St.,
SUDBURY. P3C 4R9
705-675-8351

Eastern Ontario
1 Nicholas St., 11th Flr.,
OTTAWA. K1N 7B7
613-237-0612

Central Ontario
47 Sheppard Ave. E. 5th Flr.
WILLOWDALE. M2N 5X5
416-226-9150

Northwestern Ontario
435 James St. S., P.O. Box 5000,
THUNDER BAY. P7C 5G6
807-475-1465

Southern Ontario
55 Hess St. S., Penthouse,
HAMILTON. L8P 4R8
416-527-9216

Southwestern Ontario
80 Dundas W.,
LONDON. N6A 2P3
519-679-7110

Ontario Housing Action Program (OHAP) Field Offices

Durham Region:	50 Centre St., 5th Flr., OSHAWA. L1H 3Z7 416-728-6261
Haldimand-Norfolk, Sault Ste. Marie, Thunder Bay	County Administrative Bldg., SIMCOE. 519-426-1536
Halton & Peel York	7784 Martingrove Rd., Suite 2 WOODBRIDGE. 416-851-2837

Hamilton-Wentworth	143 James St. S., Suite 425, HAMILTON. L8P 3A1 416-522-0147
Metro Toronto, Sarnia	101 Bloor St. W., 5th Flr., TORONTO. M7A 2M6 965-3173
Ottawa-Carleton	Capitol Square Bldg., 3rd Flr., 222 Queen St., OTTAWA. K1P 5V9 613-563-2776

Community Planning Advisory Branch Regional Offices

Central Region
47 Sheppard Ave. E.,
WILLOWDALE. M2N 2Z8
416-226-1851

South East Region
3rd Flr., 244 Rideau St.,
OTTAWA. K1N 5Y3
613-233-9301

North East Region
758 La Salle Blvd. W.,
SUDBURY. P3A 4V4
705-560-0120

North West Region
435 James St. S.,
THUNDER BAY. P7C 5G6
807-475-1651

South Western Region
495 Richmond St.,
LONDON. M6A 5A9
519-673-1611

MINISTRY OF INDUSTRY & TOURISM

Small Business – Operations Division

Area & Field Offices

Central East (Area Office: WILLOWDALE)

Suite 480, 5 Fairview Mall Dr.,
WILLOWDALE. M2J 2Z1
416-491-7680

2nd Flr., Sterling Trust Bldg.,
73 Mississaga St. E.,
P.O. Box 488,
ORILLIA. L3V 6K2
705-325-1363

139 George St. N.,
PETERBOROUGH. K9J 3G6
705-742-3459

Area & Field Offices

Central West (Area Office: KITCHENER)

305 King St. W.,
KITCHENER. N2G 1B9
519-744-6391

Garden City Skyway, R.R. 4,
P.O. Box 3024,
ST. CATHARINES. L2R 7E6
416-684-2345

Southwestern (Area Office: LONDON)

195 Dufferin St., Suite 607
LONDON. N6A 1K7
519-433-8105

Area & Field Offices

1131 Second Ave. E.,
Suite 104, Box 485,
OWEN SOUND. N4K 5P7
519-376-3875

875 Ouellette Ave., Suite 303
WINDSOR. N9A 4J6
519-252-3475

Eastern (Area Office: OTTAWA)

220 Laurier Ave., 9th Flr.,
OTTAWA. K1P 5Z9
613-237-6280

143 Parkdale Ave.,
BROCKVILLE. K6V 5V1
613-342-5522

797 Princess St.,
KINGSTON. K7L 1G1
613-546-0174

Area & Field Offices

Northeastern (Area Office: SUDBURY)

767 Barrydowne Rd.,
SUDBURY. P3Z 3T6
705-560-1330

120 Huron St., Box 1196,
SAULT STE. MARIE. P6A 5N7
705-253-1103

273 Third Ave., Suite 200
TIMMINS. P4N 1E2
705-264-5393

NORTHWESTERN (Area Office: THUNDER BAY)

435 James St. S., 3rd Flr.,
THUNDER BAY. P7E 6E3
807-475-1325

Tourism Operations Branch
(Tourism Industry Consultants)

Regional Offices

116 John St. N. Box 308
ARNPRIOR. K7S 3H6
613-623-3153

Box 350,
BARRIE. L4M 4T5
705-726-0932

143 Parkdale Ave.,
BROCKVILLE. K6V 6B2
613-342-5522

*903 Brookdale Ave.,
CORNWALL. K6J 4P3
613-933-2420

283 Church St.
FORT FRANCES. P9A 3N1
807-274-3250

15 Main St. E.,
HUNTSVILLE. P0A 1K0
705-789-4448

808 Robertson Street,
Box 5140,
KENORA. P9N 3X9
807-468-6481

Regional Offices

797 Princess St.,
KINGSTON. K7L 1G1
613-546-0174

305 King St. W.,
KITCHENER. N2G 1B9
519-744-6391

*Landsdowne (Hill Island)
LANSDOWNE. K0E 1L0
613-659-2108

195 Dufferin St. Suite 607
LONDON. N6A 1K7
519-433-8105

*5629 Falls Avenue
NIAGARA FALLS. L2E 3P7
416-358-3761

Northgate Plaza,
1500 Fisher St.,
NORTH BAY. P1B 2H3
705-472-9660

73 Mississaga St. E.,
Box 488, 2nd Floor,
ORILLIA. L3V 6K2
705-325-1363

Regional Offices

220 Laurier Ave.,
OTTAWA. K1P 5G8
613-237-6280

1131 Second Ave. E.
Box 485, Suite 104
OWEN SOUND. N4K 5P7
519-376-3875

139 George St. N.,
PETERBOROUGH. K9J 3G6
705-742-3459

*Box 151
Blue Water Bridge,
SARNIA. N7T 7H9
519-344-7403

Box 3024
Garden City Skyway,
ST. CATHARINES. L2R 7E6
416-684-2345

Box 1196,
120 Huron St.
SAULT STE. MARIE. P6A 5N9
705-253-1103

Regional Offices

767 Barrydowne Rd.
SUDBURY. P3A 3T6
705-560-1330

Box 5000, 3rd Floor,
435 James St. S.
THUNDER BAY. P7C 5E6
807-475-1325

273 Third Ave. Suite 200
TIMMINS. P4N 1E2
705-264-5393

Metro Toronto
5 Fairview Mall Drive, Suite 480
WILLOWDALE. M2J 2Z1
416-491-7680

875 Ouellette Ave. Suite 303,
WINDSOR. N9A 4J6
519-252-3475

*110 Park St. E.,
WINDSOR. N9A 3A9
519-252-8368

*Travel Counsellors

The Development Corporations

Main Office

ONTARIO DEVELOPMENT
CORPORATION
Mowat Block, Queen's Park
4th Floor,
TORONTO. M7A 1T5
416-965-4622

NORTHERN ONTARIO
DEVELOPMENT CORP.
Ont. Gov't. Bldg.,
435 James St. S.,
THUNDER BAY. P7E 6E3
807-476-1671

EASTERN ONTARIO
DEVELOPMENT CORP.
Suite 900, 220 Laurier Ave. W.,
OTTAWA. K1P 5J8
613-237-6299

Regional Offices

Sterling Trust Bldg., P.O. Box 746,
73 Mississaga St. E.,
ORILLIA. L3V 1V4
705-325-5553

195 Dufferin St., 6th Flr.,
LONDON. N6A 1K7
519-433-2871

767 Barrydowne Rd.,
SUDBURY. P3A 3T6
705-560-1422

Patricia Block
273 Third Ave.
TIMMINS. P4N 1E2
705-264-1323

797 Princess St.,
KINGSTON. K7L 1G1
613-546-3101

MINISTRY OF LABOUR

District Office	Branches & Telephone No.	
1 West Ave., South HAMILTON. L8N 2R9	Occupational Safety, Ont. Human Rights Comm.	416-527-2941
	Employment Standards	416-527-4501
808 Robertson St., KENORA.	Admin. Operations & Ont. Human Rights Comm.	807-468-3128
1055 Princess St., KINGSTON. K7L 1H3	Admin. Operations, Occupational Safety	613-542-2853
824 King St. W., KITCHENER. N2G 1G1	Admin. Operations	519-744-7308
	Occupational Safety, Human Rights Comm. & Employment Standards	519-744-5211
560 Wellington St., LONDON.	Admin. Operations, Occupational Safety	519-438-5143
	Employment Standards	519-438-7291
	Ont. Human Rights Comm.	519-438-6141
2197 Riverside Drive, OTTAWA.	Admin. Operations, Occupational Safety	613-731-2556
	Employment Standards	613-731-7200
	Ont. Human Rights Comm.	613-731-2415
267 Stewart St., PETERBOROUGH.	Ont. Human Rights Comm.	705-743-0361
125 Brock St., SAULT STE. MARIE.	Admin. Operations, & Occ. Safety Ont. Human Rights Comm.	705-949-3331
1538 Lasalle Blvd. SUDBURY.	Admin. Operations, Occupational Safety Employment Standards & Ont. Human Rights Comm.	705-566-3071

District Office	Branch & Telephone No.	
435 James St. S., THUNDER BAY.	Admin. Operations, Occupational Safety	
	Employment Standards	807-475-1691
	Ont. Human Rights Comm.	807-475-1693
500 Ouellette Ave., WINDSOR.	Admin. Operations, Occupational Safety	519-256-8278
	Ont. Human Rights Comm.	519-256-3611

Workmen's Compensation Board

Area Offices

350 Spark St., Rm. 206,
OTTAWA. K1R 7S8
613-238-7851

153 Frederick St.
KITCHENER. N2H 2M2
519-576-4130

100 Main St. E., Rm. 4103
HAMILTON. L8N 3W6
416-523-1800

496 Richmond St.
LONDON. N6A 5A9
519-433-2331

INFORMATION SERVICE OFFICE:
273 3rd Ave., Box 1142
TIMMINS. P4N 7H9
705-267-6427

Area Offices

787 Ouellette Ave.
WINDSOR. N9A 4J4
519-256-3461

189 Wyld St.
P.O. Box 3190
NORTH BAY. P1B 4V8
705-472-5200

224 Elm St. W.
SUDBURY. P3C 1V3
705-673-6701

Rm. 101, West Arthur Place.
1265 Arthur St. E.
THUNDER BAY F. P7E 6E7
807-623-4545

MINISTRY OF NATURAL RESOURCES

Regional & District Offices

Regional & District Offices

Northwestern Region
808 Robertson St.,
Box 5160, KENORA. P9N 3X9
807-468-3111

Box 640,
DRYDEN. P8N 2Z3
807-223-3341

922 Scott St.,
FORT FRANCES. P9A 1J4
807-274-5337

Regional & District Offices

Box 448,
IGNACE. P0T 1T0
807-934-2233

Box 5080,
KENORA. P9N 3X9
807-468-9841

Regional & District Offices

Box 323,
RED LAKE. P0V 2M0
807-727-2531

Box 309,
SIOUX LOOKOUT. P0V 2T0
807-737-1140

North Central Region
435 James St. S., Box 5000,
THUNDER BAY F. P7C 5G6
807-475-1110

108 Saturn Ave.
ATIKOKAN. P0T 1C0
807-597-2781

Box 670,
GERALDTON. P0T 1M0
807-854-1030

Box 970,
NIPIGON. P0T 2J0
807-887-2120

Box 280,
TERRACE BAY. P0T 2W0
807-825-3205

435 James St. S., Box 5000,
THUNDER BAY F. P7C 5G6
807-475-1471

200 Winnipeg St.,
WHITE RIVER. P0M 3G0
807-822-2250

Northern Region
140 Fourth Ave.,
Box 3000, COCHRANE. P0L 1C0
705-272-4287

Northern Region Sub-Office
60 Wilson St.,
TIMMINS. P4N 2S7
705-267-1401

34 Birch St.,
CHAPLEAU. P0M 1K0
705-864-1710

2 Third Ave., Box 730,
COCHRANE. P0L 1C0
705-272-4365

GOGAMA. P0M 1W0
705-894-2000

Box 670, HEARST. P0L 1N0
705-362-4346

6 Government Rd.,
KAPUSKASING. P5N 2W4
705-335-6191

Box 190, MOOSONEE. P0L 1Y0
705-335-6191

Box 129, SWASTIKA. P0K 1T0
(KIRKLAND LAKE DIST.)
705-642-3222

896 Riverside Dr.,
TIMMINS. P4N 3W2
705-264-1262

Northeastern Region
390 Bay St., Box 1900,
SAULT STE. MARIE. P6A 5N9
705-949-1780

Mining Recorders Office
75 Elgin St.,
SAULT STE. MARIE. P6A 2B4
705-254-6884

Forest Research
1219 Queen St. E.,
SAULT STE. MARIE. P6A 5M7
705-949-9461

Fisheries Research South Baymouth
R.R. #1, TEHKUMMAH. P0P 2C0
705-859-3137

Fisheries Research Lake Superior & Geological Branch
875 Queen St. E.,
SAULT STE. MARIE. P6A 2B4
705-942-1411, 942-1414

Northeastern Region Sub-Office
174 Douglas St. W.,
SUDBURY. P3E 1G1
705-673-1111

Mines Engineering Br. &
Geological Br.
1112 Kingsway, SUDBURY. P3B 2E5
705-566-2210 & 566-2580

62 Queen St.,
BLIND RIVER. P0R 1B0
705-356-2244

Box 1340,
ESPANOLA. P0P 1C0
705-869-1330

Box 3070,
NORTH BAY. P1B 8K7
705-474-5550

69 Church St.,
SAULT STE. MARIE. P6A 5L5
705-949-1231

P.O. Box 3500,
Station A,
SUDBURY. P3A 4S2
705-522-7823

Box 38,
TEMAGAMI. P0H 2H0
705-569-3622

22 Mission Rd., Box 1160,
WAWA. P0S 1K0
705-856-2396

Algonquin Region
Brendale Square, Box 9000
HUNTSVILLE. P0A 1K0
705-789-9611

Leslie M. Frost
Natural Resources Centre
DORSET. P0A 1E0
705-766-2451

Regional & District Offices

Construction Depot
Box 1119, HUNTSVILLE.
P0A 1K0
705-789-4471

Box 500,
BANCROFT. K0L 1C0
613-332-3940

MINDEN K0M 2K0
705-286-1521

4 Miller St.,
PARRY SOUND. P2A 1S8
705-746-2141

Riverside Drive, Box 220,
PEMBROKE. K8A 6X4
613-732-3661

Algonquin Park Dist.
WHITNEY. K0J 2M0
705-637-2780

Box 1138,
BRACEBRIDGE. P0B 1C0
705-645-5244

Eastern Region
Prov. Gov't. Bldg.,
South Boundary Rd.,
KEMPTVILLE. K0G 1J0
613-258-3413

101 Water St. W.,
BROCKVILLE. K6V 5Y8
613-342-8524

40 5th St. W., Box 1749,
CORNWALL. K6H 5V7
613-933-1774

Box 239,
LANARK. K0G 1K0
613-259-2108

NAPANEE. K0K 2R0
613-354-3389

Ottawa Dist.
RAMSAVVILLE. K0A 2Y0
613-822-2525

Metcalf St.,
TWEED. K0K 3J0
613-478-2330

Central Region
10670 Yonge St.,
RICHMOND HILL. L4C 3C9
416-884-9203

R.R. #1 Beaverdale Rd.,
CAMBRIDGE. N3C 2V3
519-658-9356

Niagara Dist.
Hwy. 20, Box 1070
FONTHILL. L0S 1E0
416-892-2656

Ont. Gov't. Bldg.,
322 Kent St. W.,
LINDSAY. K9V 2Z9
705-324-6121

MAPLE. L0J 1E0
416-832-2261

Huronia Dist.
MIDHURST. L0L 1X0
519-728-2900

Southwestern Region
1106 Dearness Dr.,
LONDON. N6E 1N9
519-681-5350

353 Talbot St. W.,
AYLMER. N5H 1S8
519-773-9241

Kent County Municipal Bldg.,
435 Grand Ave. W., Box 1168,
CHATHAM. N7M 5L8
519-354-7340

611-9th Ave. E.,
OWEN SOUND. N4K 3E4
519-376-3860

645 Norfolk St. N.,
SIMCOE. N3Y 3R2
519-426-7650

Box 490, Highway 4 S.,
WINGHAM. N0G 2W0
519-357-3131

MINISTRY OF NORTHERN AFFAIRS

Northwestern Regional Office:
Kenora

123 Marks St.,
ATIKOKAN. P0T 1C0
807-597-2701

7 King St.,
DRYDEN. P8N 1B2
807-223-5231

333 Church St.,
FORT FRANCES. P9A 1J4
807-274-5329

103 Main St.,
GERALDTON. P0T 1M0
807-854-0266

Court House
KENORA. P9N 3X1
807-468-5548

Peninsula Bldg.,
MARATHON. P0T 2E0
807-229-1153

242 Howey St.,
RED LAKE. P0V 2M0
807-727-2870

2nd Flr. Prov. Bldg.,
SIOUX LOOKOUT. P0V 2T0
807-737-1318

140 South May St.,
THUNDER BAY F. P7E 1B3
807-475-1425

Northeastern Regional Office:
Sault Ste. Marie

13 Lawton St.,
BLIND RIVER. P0R 1B0
807-356-2226

114 Ontario St.,
ELLIOT LAKE. P5A 1Y2
705-848-7133

100 Tudhope St.,
ESPANOLA. P0P 1C0
705-869-1532

Wagg's General Store,
Main St.,
MINDEMOYA.
705-377-5396

267 Main St. W.,
NORTH BAY. P1B 2T8
705-472-3911

444 Queen St. E.,
SAULT STE. MARIE. P6A 1Z7
705-254-6623

191 Main St.,
STURGEON FALLS. P0H 2G0
705-753-2900

15 Frood Rd.,
SUDBURY. P3C 4Y9
705-675-1176

55 Broadway Ave.,
WAWA. P0S 1K0
705-856-2354

161 Sixth Ave.,
COCHRANE. P0L 1C0
705-272-4274

Model City Mall
KAPUSKASING. P5N 1V1
705-335-6008

32A Prospect Ave.,
KIRKLAND LAKE. P2N 3K1
705-567-3291

Ont. Gov't. Bldg.,
MOOSONEE. P0L 1Y0
705-336-2991

49 Armstrong St.,
NEW LISKEARD. P0J 1P0
705-647-7391

60 Wilson Ave.,
TIMMINS. P4N 2S7
705-267-1401

MINISTRY OF REVENUE
Assessment Division

Area & Regional Offices

Area & Regional Offices

Eastern Ontario Area Office
220 Laurier Ave. W.,
OTTAWA.
613-232-9673

Prescott & Russell-Stormont,
Dundas & Glengarry
132 Second St. E.,
CORNWALL.
613-933-7100

Lanark-Leeds & Grenville
P.O. Box 712,
95 Parkdale Ave.,
BROCKVILLE. K6V 5V8
613-342-8242

Ottawa-Carleton
1729 Bank St.,
OTTAWA. K1G 3S5
613-731-2620

Renfrew
24 Pembroke St. W.,
PEMBROKE. K8A 5M3
613-735-0181

Frontenac-Lennox & Addington
1055 Princess St.,
KINGSTON. K7L 4Y8
613-546-3801

Northumberland, Hastings-
Prince Edward
80 Division St.,
TRENTON. K8V 5R9
613-392-2501

Haliburton-Peterborough-
Victoria
P.O. Box 267
33 Lindsay St. S.,
LINDSAY. K9V 4S1
705-324-9121

Area & Regional Offices

Area & Regional Offices

Central Ontario Area Office
200 Consumers Road,
WILLOWDALE. Toronto
416-491-0836

City of Toronto
2221 Yonge St.,
TORONTO. M4S 2B4
416-486-6300

North York
55 Doncaster Ave.,
THORNHILL. L3T 1L7
416-889-9503

Scarborough-East York
7 Overlea Blvd.,
TORONTO. M4H 1A8
416-423-1240

Etobicoke-York
4 Eva Rd.,
ETOBICOKE. M9C 2A8
416-621-9400

Durham
605 Rossland Rd. E.,
WHITBY. L1N 5S1
416-668-9351

York
460 Oak St.,
NEWMARKET. L3Y 3X6

Halton-Peel
55 City Centre Dr.,
MISSISSAUGA. L5B 2C8
416-270-8050

Simcoe
109 Ferris Lane,
BARRIE. L4M 2Y1
705-728-2270

Muskoka
P.O. Box 150, Hwy 11,
Pine St. E., BRACEBRIDGE. P0B 1C0
705-645-5204

Western Ontario Area Office
P.O. Box 456
14 Holiday Inn Dr.,
BRANTFORD. N3T 5N9
519-759-2176

Niagara
43 Church St.,
ST. CATHARINES. L2R 7A7
416-688-0233

Wentworth
447 Main St. E.,
HAMILTON. I8N 1K1
416-528-8621

Brant-Haldimand-Norfolk
P.O. Box 1176
63 Charing Cross,
BRANTFORD. N3T 5T3
519-759-6310

Waterloo
150 Main St.,
CAMBRIDGE. N1R 1W3
519-623-5210

Dufferin-Wellington
286 Victoria Rd. N.,
GUELPH. N1E 5J3
519-821-7440

Elgin-Middlesex-Oxford
Treasure Island Plaza, R.R. #4,
LONDON. N6A 4B8
519-681-0050

Area & Regional Offices

Huron-Perth
P.O. Box 190
57 Napier St.,
GODERICH. N7A 3Z2
519-524-7326

Bruce-Grey
345 Eighth St. E.,
OWEN SOUND. N4K 5R4
519-371-1121

Area & Regional Offices

Kent-Lambton
P.O. Box 1140
435 Grand Ave. W.,
CHATHAM. N7M 5L8
519-354-5460

Essex
880 Ouellette Ave.,
WINDSOR. N9A 1C7
519-254-3771

Northern Ontario Area Office
1349 Lasalle Blvd.,
SUDBURY. P3A 1Z2
705-560-1450

Nipissing-Parry Sound
P.O. Box 167
1650 Harriet St.,
NORTH BAY. P1B 8H2
705-474-6150

Cochrane-Timiskaming
145 Wilson Ave.,
TIMMINS. Ont.
705-264-9455

Manitoulin-Sudbury
1177 Barrydowne Rd.,
SUDBURY. P3A 3V4
705-566-8200

Algoma
180 Brock St.,
SAULT STE. MARIE. P6A 3B7
705-949-3941

Kenora-Rainy River-Thunder Bay
115 Johnson Ave.,
THUNDER BAY. P7B 2V9
807-345-1221

Retail Sales Tax Branch

District Offices

208 Dundas St. E.,
BELLEVILLE. K8N 1E3
613-962-9108

361 King St. W.,
HAMILTON. L8P 1B4
416-528-8393

824 King St. W.,
KITCHENER. N2G 1G1
519-744-6318

310 Wellington Rd.,
LONDON. N5C 4P4
519-433-4033

1500 Fisher St., Northgate Plaza
NORTH BAY. P1B 4A1
705-474-4900

District Offices

19 Front St. N.,
ORILLIA. L3V 6K5
705-326-3519

Hampton Park Plaza
1419 Carling Ave.,
OTTAWA. K1Z 7L7
613-728-5887

1536 Lasalle Blvd.,
SUDBURY. P3A 1Z7
705-674-3151

Ont. Gov't. Bldg.,
435 James St. S.,
THUNDER BAY. P7C 5G6
807-475-1681

District Offices

2300 Yonge St.
TORONTO. M4P 1H6
416-487-7161

76 Division St.,
WELLAND. L3B 3Z7
416-688-1360

District Offices

374 Ouellette Ave.,
WINDSOR. N9A 1A8
519-252-4405

MINISTRY OF THE SOLICITOR GENERAL

Ontario Provincial Police District Headquarters

District No. 1
Box 990, 317 Queen St.,
CHATHAM. N7M 5L6
519-352-1122

District No. 2
Box 3143, 823 Exeter Rd.,
LONDON. N6A 4J4
519-681-0300

District No. 3
Box 5021, 1160 North Shore Blvd. E.,
BURLINGTON. L7R 3Y8
416-528-0666

District No. 4
Box 358, 5345 Stanley Ave.,
NIAGARA FALLS. L2E 6T8
416-356-1311

District No. 5
Box 327, Hwy. 401 & Keele St.,
DOWNSVIEW. M3M 3A6
416-248-3151

District No. 6
630 Main St. N.,
MOUNT FOREST. N0G 2L0
519-323-3130

District No. 7
Box 550, 20 Rose St.,
BARRIE. L4M 4T7
705-726-6484

District No. 8
Box 477, Hwy. 7,
PETERBOROUGH. K9J 6Z6
705-742-0401

District No. 9
Box 148, 400 North Front St.,
BELLEVILLE. K8N 4Z9
613-968-6495

District No. 10
Box 160, 75 Dufferin St.,
PERTH. K7H 3E3
613-267-2626

District No. 11
Box 430, Mille Roches Rd.,
LONG SAULT. K0C 1P0
613-534-2223

District No. 12
Box 685, Cor. Chippewa & Rose Ave.,
NORTH BAY. P1B 8J8
705-472-4343

District No. 13
Box 666, 20 Yonge St. S.,
SUDBURY. P3E 4R6
705-675-1361

District No. 14
Box 399, 740 Great Northern Rd.,
SAULT STE. MARIE. P6A 5M1
705-524-1415

District No. 15
Box 700, Hwy. 101,
SOUTH PORCUPINE. P0N 1H0
705-235-3345

District No. 16
Box 1080, 489 N. Algoma St.,
THUNDER BAY. P7B 5G5
807-344-8421

District No. 17
Box 1080, 222 Water St.,
KENORA. P9N 3X7
807-468-8971

MINISTRY OF TRANSPORTATION & COMMUNICATIONS
Operations Division

Regional Offices

Central Region
3501 Dufferin St.
DOWNSVIEW. Toronto
416-248-3458

Southwestern Region
659 Exeter Rd., P.O. Box 6338
LONDON. N5V 2Z2
519-681-1441

Eastern Region
355 Counter St.
KINGSTON. K7K 3H9
613-544-2220

Regional Offices

Northern Region
447 McKeown Ave.
NORTH BAY. P1B 8L2
705-472-7900

Northwestern Region
801 West Walsh St.
THUNDER BAY. P7C 4X9
807-577-6451

District Offices

District 1
P.O. Box 910 - 60 Keil Drive,
CHATHAM.
519-354-1400

District 2
P.O. Box 6008 - 659 Exeter Rd.,
LONDON.
519-681-1441

District 3
P.O. Box 8 - Huron St.,
STRATFORD.
519-271-3550

District 4
P.O. Box 5020 - 1182 North Shore Blvd.
BURLINGTON.
416-637-5625

District 5
P.O. Box 520 - 1450 Seventh Ave. E.,
OWEN SOUND.
519-376-7350

District 6
1201 Wilson Ave., Downsview
TORONTO.
416-248-3335

District 7
P.O. Box 150 - 138 Hope St. N.,
PORT HOPE.
416-885-6381

District Offices

District 8
P.O. Box 4000 - 355 Counter St.,
KINGSTON.
613-544-2220

District 9
530 Tremblay Rd.,
OTTAWA.
613-745-6841

District 10
P.O. Box 300 - 64 Monck Rd.,
BANCROFT.
613-332-3220

District 11
207 Main St. W.,
HUNTSVILLE.
705-789-2931

District 13
P.O. Box 3030 - McKeown Ave.,
NORTH BAY.
705-472-7900

District 14
P.O. Box 1390 - Whitewood Ave.,
NEW LISKEARD.
705-647-6761

District 16
P.O. Box 820 - 50 Third Ave.,
COCHRANE.
705-272-4333

District Offices

District 17
P.O. Box 7000, Stn. A
SUDBURY.
705-522-9380

District 18
P.O. Box 500 - MacDougall St.,
SAULT STE. MARIE.
705-256-5682

District Offices

District 19
P.O. Box 96 - 801 West Walsh St.,
THUNDER BAY.
807-577-6451

District 20
P.O. Box 1070 - 808 Robertson St.,
KENORA.
807-468-6494

MINISTRY OF TRANSPORTATION & COMMUNICATIONS

Transportation Regulation Division

Regional Offices

Central Region
1201 Wilson Ave.
DOWNSVIEW. Toronto
416-248-7163

Southwestern Region
659 Exeter Rd., P.O. Box 6338
LONDON. N5V 2Z1
519-681-1441

Eastern Region
533 Montreal St.
KINGSTON. K7K 3H9
613-544-2220

Northern Region
447 McKeown Ave.
NORTH BAY. P1B 8L2
705-472-7900

Northwestern Region
801 West Walsh St.
THUNDER BAY. P7C 4X9
807-577-6451

District Offices

District 21
773 Warden Ave.
SCARBOROUGH.
416-752-7880

District 22
2520 Dixie Rd. S.
MISSISSAUGA.
416-279-5305

District Offices

District 23
370 Kenora Ave.
STONEY CREEK. L8E 2W2
416-561-5921

District 31
659 Exeter Rd., P.O. Box 6338
LONDON. N5V 2Z1

District 32
2090 Wyandotte Ave. E.
WINDSOR. N8Y 1N2
519-258-8312

District 33
524 Belmont Ave. W.
KITCHENER. K2M 1N2
519-744-6348

District 41
533 Montreal St.
KINGSTON. K7K 3H9
613-544-2220

District 42
1570 Walkley Rd.
OTTAWA. K1V 6P5
613-731-1760

District 51
447 McKeown Ave.
NORTH BAY. P1B 8L2
705-472-7900

District Offices

District 52
883 Algonquin Blvd. W.
TIMMINS.
705-264-5349

District 53
370 Lake St.
SAULT STE. MARIE.
705-254-4365

Area 61
801 West Walsh St.
THUNDER BAY. P7C 4X9
807-577-5745

District Offices

Area 62
225 Matheson St.
KENORA. P9N 3X1
807-468-9715

DRYDEN Office
479 Government Rd.
P.O. Box 902
807-223-3237

FORT FRANCES Office
621 Mowatt Ave., Box 536
P9A 3M8
807-274-6623

MINISTRY OF TREASURY, ECONOMICS & INTERGOVERNMENTAL AFFAIRS

Regional Offices

Central Ontario Regional Office
2nd Floor, 47 Sheppard Avenue East,
TORONTO. M2N 5X5
416-226-6578

Eastern Ontario Regional Office
244 Rideau St.,
OTTAWA. K1N 5Y3
613-232-9446

Northeastern Ontario Regional Office
1349 Lasalle Blvd.,
SUDBURY. P3A 1Z2
705-566-0901

Regional Offices

Northwestern Ontario Regional Office
435 James St. South,
P.O. Box 5000,
THUNDER BAY. P7C 5G6
807-475-1621

Southwestern Ontario Regional Office
495 Richmond St., 7th Floor,
LONDON. N6A 5A9
519-438-7255

266
(5) 2528 (51)